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ABSTRACT

This manual of Roosevelt University contains the following information: (1) a list of the officers of the University; (2) the roster of the Board of Trustees; (3) Committees of the Boards of Trustees: responsibilities and membership; (4) the roster of non-trustees serving on Board committees; (5) the "mission" of the University; (6) the faculty constitution; (7) a brief description of the University; (8) an organization chart; (9) academic departments and department chairmen; (10) the University directory; (11) a schedule of Board meeting dates; (12) the criteria for membership on the Board of Trustees; (13) the current budget; (14) budget projections for 1968 to 1974; (15) the University Standard of Conduct; (16) the composition and procedure of the Judicial Review Board; (17) the resolution authorizing the establishment of the Auditorium Theatre Council; and (18) the Annual Report of the President. (AF)

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ROOSEVELT UNIVERSITY
BOARD OF TRUSTEES
MANUAL

Daniel H. Perlman
Editor

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ROOSEVELT UNIVERSITY

BOARD OF TRUSTEES MANUAL

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OFFICERS OF THE UNIVERSITY

Chairman of the Board	Jerome H. Stone
Vice Chairman	Philip Mullenbach
Vice Chairman	Dr. Milton Ratner
Vice Chairman	Max Robert Schrayer
President	Rolf A. Weil
Treasurer	Rodney A. Rawls
Vice President for Academic Affairs	Otto Wirth
Vice President for Development	Wendell Arnold
Secretary	Daniel H. Perlman

B

ROOSEVELT UNIVERSITY
BOARD OF TRUSTEES
DIRECTORY
1969-70

MEMBERS OF THE BOARD OF TRUSTEES	TELEPHONE
ALLEN, HARLAND H.	
Committees: Business and Finance	
Chairman Emeritus, Growth Industry Shares, Inc	(Area Code 602)
431 S. Alvernon Way, Apt. 255 Tucson, Arizona 85711	326-8792
BASSETT, ROBERT C.	
Committees: Academic Objectives and Long Range Planning, Community Relations, Development	
President and Chairman of the Board, Bassett Publishing Company	
203 N. Wabash, Chicago 60601	CE 6-3060
1500 Lake Shore Drive, Chicago 60610	943-2579
BIALIS, MORRIS	
Committees: Community Relations	
Vice President, International Ladies' Garment Workers' Union; Manager, Chicago Joint Board of ILGWU (AFL-CIO)	
15 S. Wacker Drive, Chicago 60606	346-0616
3616 W. Peterson Avenue, Chicago 60645	539-1973
BOWERSOX, HERMANN C.	
Committees: Academic Objectives and Long Range Planning	
Professor of English, Roosevelt University	922-3580
430 S. Michigan Avenue, Chicago 60605	ext. 304
6843 N. Kilpatrick Avenue, Lincolnwood 60646	675-2951
DOLLARD, CHARLES	
Committees: Academic Objectives and Long Range Planning	(Area Code 802)
Vail Road, Bennington, Vermont 05201	442-2088
FAGEN, MRS. ABEL E.	
Committees: Academic Objectives and Long Range Planning, Community Relations, Nominating	
1581 W. Old Mill Road, Lake Forest 60045	234-1403
FRANCE, ERWIN	
Committees: Academic Objectives and Long Range Planning, Community Relations	
Administrative Assistant, City Hall, Office of the Mayor	
121 N. LaSalle Street, Chicago 60602	744-4000
5054 S. Woodlawn, Chicago 60615	538-6076
GEPPERT, OTTO E.	
Committees: Auditorium Theatre, Nominating	
Chairman of the Board, Denoyer-Geppert Company	
225 Central Avenue, Wilmette 60091	251-0925

4

GIDWITZ, GERALD
Committees: Auditorium Theatre, Development, Nominating
Chairman of the Board, Helene Curtis Industries
4401 W. North Avenue, Chicago 60639 292-2121
970 Sheridan Road, Highland Park 60035 432-5559

GORMAN, PATRICK E.
Committees: Development
International Secretary-Treasurer, Amalgamated Meat Cutters and Butcher Workmen of North America (AFL-CIO)
2800 N. Sheridan Road, Chicago 60657 248-8700

HUNTER, GREGG A.
Committees: Academic Objectives and Long Range Planning, Business and Finance, Community Relations
Vice President, Harris Trust and Savings Bank
111 W. Monroe Street, Chicago 60603 461-2121
2615 Crabtree Lane, Northbrook 60062 CR 2-6071

JOHNSON, PAUL B.
Committees: Auditorium Theatre
Professor of History, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 270
5545 S. Kimbark, Chicago 60637 684-5553

JONES, MARK E.
Committees: Academic Objectives and Long Range Planning
Associate Judge, Circuit Court of Cook County
Civic Center - Room 1510, Chicago 60602 321-5500
1137 E. 50th Street, Chicago 60615 538-4863

JULIAN, PERCY L.
Committees: Academic Objectives and Long Range Planning
President, Julian Associates
9352 Grand Avenue, Franklin Park 60131 455-8700
515 N. East Avenue, Oak Park 60300 848-3234

KAMIN, ROBERT J.
Committees: Auditorium Theatre, Development, Executive, Nominating
Partner, Gofen and Glossberg
135 S. LaSalle Street, Chicago 60603 782-3512
900 N. Lake Shore Drive, Chicago 60617 642-2144

KENNEDY, WINSTON
Committees: Facilities
Kennedy, Ryan, Monigal and Associates, Inc.
1461 E. 57th Street, Chicago 60637 667-6666
8112 S. Clyde Avenue, Chicago 60617 768-4272

KLUTZNICK, PHILIP M.
Committees: Business and Finance, Facilities
Chairman of the Board, Urban Investment and Development Company
401 N. Michigan Avenue, Suite 2850, Chicago 60611 321-1810
Ambassador House, 1325 N. State Parkway, Apt. 21-E, Chicago 60610 787-7200

LAWLESS, THEODORE, M.D.
Committees: Academic Objectives and Long Range Planning
4321 Martin Luther King Drive, Chicago 60653 624-2233

MESIROW, NORMAN M.
Committees: Auditorium Theatre, Development
General Partner, Mesirow and Company
135 S. LaSalle Street, Chicago 60603 346-1700
1040 Lake Shore Drive, Chicago 60611 329-0190

MULLENBACH, PHILIP, Vice Chairman for Academic Objectives and Long Range Planning
Committees: Academic Objectives and Long Range Planning, Business and Finance, Budget Evaluation, Investment, Executive, Nominating
President, Growth Industry Shares, Inc.
Six N. Michigan Avenue, Chicago 60602 346-4830
626 Washington Avenue, Wilmette 60091 256-1387

O'MALLEY, PATRICK L.
Committees: Development, Executive, Nominating
President, Canteen Corporation
The Merchandise Mart, Chicago 60654 337-5900
229 E. Lake Shore Drive, Chicago 60611 664-2371

PESKE, EDGAR
Committees: Business and Finance, Budget Evaluation
Vice President and Treasurer, Illinois Bell Telephone Company
225 W. Randolph Street, Chicago 60606 727-2074
890 N. Sheridan Road, Lake Forest 60045 234-1128

RATNER, MILTON D., M.D., Vice Chairman for Development
Committees: Investment, Development, Executive
President, Midwest Emery Freight System, Inc.
7000 S. Pulaski, Chicago 60629 767-2200
1000 Lake Shore Plaza - Apt. 46-B, Chicago 60611 944-4437

RAUTBORD, MRS. SAMUEL
Committees: Community Relations
10 Maple Hill Road, Glencoe 60022 835-3600

REGNERY, HENRY
Committees: Academic Objectives and Long Range Planning, Development
Chairman of the Board, Henry Regnery Company
114 W. Illinois Street, Chicago 60610 527-3300
70 E. Cedar Street, Chicago 60611 337-1531

ROBBINS, JEROME H.
Committees: Auditorium Theatre, Business and Finance, Facilities
Attorney, Hertz, Coven, Robbins & Schwartz
29 S. LaSalle Street, Chicago 60603 641-6100
8114 Harding Street, Skokie 60076 679-3888

SAMPSON, MRS. EDITH
Committees: Community Relations, Nominating
Associate Judge, Circuit Court of Cook County
Civic Center - Room 1502, Chicago 60602 321-8294
1236 E. Madison Park, Chicago 60615

SANDKE, THOMAS
Committees: Community Relations
Professor of English and Speech, Roosevelt University
430 S. Michigan Avenue, Chicago 60605 922-3580 ext. 309
5526 S. Blackstone, Chicago 60637 288-7017

SCHRAYER, MAX ROBERT, Vice Chairman for Business and Finance
Committees: Auditorium Theatre, Business and Finance, Budget
Evaluation, Investment, Development, Executive
President, Associated Agencies, Inc.
175 W. Jackson Boulevard, Chicago 60604 922-1780
4950 S. Chicago Beach Drive, Chicago 60615 493-2655

SPACHNER, MRS. JOHN V.
Committees: Auditorium Theatre
Chairman, Auditorium Theatre Council
70 E. Congress Parkway, Chicago 60605 922-2110
51 Oakmont Road, Highland Park 60035 432-1911

SPEAR, LOUIS L.
Committees: Auditorium Theatre, Business and Finance
President and Chairman of the Board, Forus Investment Corporation
11 S. LaSalle Street, Suite 1035, Chicago 60603 726-4536
4950 S. Chicago Beach Drive, Chicago 60615 288-2484

STONE, JEROME H., Chairman of the Board
Committees: Ex-officio member of all committees
Executive Vice President, Stone Container Corporation
360 N. Michigan Avenue, Chicago 60601 346-6600
212 Maple Hill Road, Glencoe 60022 835-3120

WATSON, GEORGE H.
Committees: Community Relations, Facilities
Dean of the College of Arts and Sciences, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 217
5132 S. Woodlawn, Chicago 60615 288-2592

WEIL, ROLF A.
Committees: Ex-officio member of all committees
President, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 211
3015 Simpson, Evanston 60201 328-0435

WEINRESS, MORTON
Committees: Business and Finance, Nominating
Senior Partner, Weinress and Company
33 N. Dearborn, Suite 2423, Chicago 60602 236-8321
1209 Astor Street, Chicago 60610 337-7379

WEISSKOPF, WALTER A.
Committees: Academic Objectives and Long Range Planning, Executive
Professor of Economics, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 268
5700 S. Blackstone Avenue, Chicago 60637 643-7618

WILLIAMS, BISMARCK
Committees: Auditorium Theatre Business and Finance
Associate Professor of Finance, Associate Dean for Academic Affairs,
College of Business Administration, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 348
2231 E. 67th Street, Chicago 60649 684-7346

WIRTH, OTTO
Committees: Auditorium Theatre, Executive, Academic Objectives
and Long Range Planning
Vice President for Academic Affairs, Roosevelt University 922-3580
430 S. Michigan Avenue, Chicago 60605 ext. 216
1377 E. 55th Place, Chicago 60637 493-4662

TERMS OF THE MEMBERS OF THE BOARD OF TRUSTEES

CLASS of 1967-70

PUBLIC MEMBERS

1. Harland H. Allen
2. Robert C. Bassett
3. Charles Dollard
4. Erwin France
5. Philip Mullenbach
6. Norman Mesirow
7. Patrick O'Malley
8. Max Robert Schrayer
9. Jerome H. Stone

FACULTY MEMBERS

1. Thomas Sandke
2. George Watson

CLASS of 1968-71

PUBLIC MEMBERS

1. Otto Geppert
2. Mark E. Jones (Alumni Representative)
3. Robert Kamin
4. Winston Kennedy
5. Edgar Peske
6. Milton D. Ratner
7. Mrs. Samuel Rautbord
8. Jerome Robbins
9. Louis Spear
10. Morton Weinress

FACULTY MEMBERS

1. Paul Johnson
2. Walter Weisskopf
3. Bismarck Williams

CLASS of 1969-72

PUBLIC MEMBERS

1. Morris Bialis
2. Mrs. Abel Fagen
3. Gerald Gidwitz
4. Patrick Gorman
5. Gregg Hunter
6. Percy Julian
7. Philip Klutznick
8. Theodore Lawless
9. Henry Regnery
10. Edith Sampson
11. Mrs. John Spachner

FACULTY MEMBERS

1. Hermann Bowersox
2. Otto Wirth

C

THE COMMITTEES OF THE BOARD OF TRUSTEES

The By-Laws of the University indicate that the Board of Trustees may designate committees which "shall have and exercise the authority of the Board of Trustees in the management of the corporation." The By-Laws specifically provide for an Executive Committee. In addition, the Board has established the following committees, which are responsible to it through the Executive Committee:

A. Academic Objectives and Long Range Planning
B. Auditorium Theatre
C. Business and Finance
D. Community Relations
E. Development
F. Facilities
G. Nominating

Executive Committee

The responsibilities of the Executive Committee are specified in the By-Laws of the University:

> "The Board of Trustees at its annual meeting in October shall elect from its own number an Executive Committee of not less than three nor more than nine members of which the chairman of the Board and the president of the corporation shall always be members. The Executive Committee shall meet at the call of the Chairman of the Board or of the president of the corporation to prepare agenda and recommendations for the Board, to advise the president, to approve the appointment by the chairman of the Board of a nominating committee prior to the annual meeting, and otherwise to expedite the work of the Board of Trustees. The Executive Committee shall have full power to approve leases, contracts and other instruments relating to the use of the real estate of the corporation and to authorize and direct the officers of the corporation to execute and deliver such leases, contracts, and other instruments so approved by the Executive Committee; provided, however, that the Executive Committee shall not have the power to mortgage, buy, sell, or convey real estate on behalf of the corporation. Actions taken by the Executive Committee acting as the interim Board, shall in all circumstances be subject to review, modification or reversal by the Board, except to the extent such action is by its nature irrevocable and was taken in reliance upon a direction or a resolution of the Executive Committee prior to a review by the full Board of Directors."

MEMBERSHIP OF EXECUTIVE COMMITTEE

Robert Kamin
Philip Mullenbach*
Patrick O'Malley
Dr. Milton Ratner*
Max Robert Schrayer*
Jerome Stone*
Rolf A. Weil*
Walter Weisskopf
Otto Wirth

*Ex-officio

Academic Objectives and Long Range Planning

It is the responsibility of the Academic Objectives and Long Range Planning Committee to approve long range plans for the University that will enable it to carry out is agreed-upon academic objectives. It is the responsibility of this committee to continually review and update long range plans prepared for it by the administration. The committee may wish to determine the degree of success that the University has achieved in working toward the realization of these plans and continually revise the plan in the light of current and past experience. The Academic Objectives and Long Range Planning Committee must necessarily work with the materials which are submitted to it by the administration and by the Planning Committee of the University Senate. The Academic Objectives and Long Range Planning Committee may wish to undertake periodic independent evaluation of the University but in the formulation of a long range plan it must provide a framework in which all of these elements come together in a balanced whole.

MEMBERSHIP OF ACADEMIC OBJECTIVES AND LONG RANGE PLANNING COMMITTEE

Trustees

Philip Mullenbach, Chairman
Otto Wirth, Co-chairman
Robert Bassett
Hermann Bowersox
Charles Dollard
Mildred Fagen
Erwin France
Gregg Hunter
Mark Jones
Percy Julian
Dr. Theodore Lawless
Henry Regnery
Jerome Stone*
Rolf Weil*
Walter Weisskopf

Others

Robert S. Adler
Sol Dorfman
Herbert Fried
William Gellman
Philip Hauser
Robert B. Lifton
Wilmont Vickery
Robert Pollak

*Ex-officio

Auditorium Theatre Committee

The Board of Trustees of Roosevelt University established the Auditorium Theatre Council as its operating arm for the restoration and operation of the Auditorium Theatre. This Auditorium Theatre Council is responsible to the Board of Trustees in regard to the Theatre in the same way that the University administration is responsible in regard to the academic functions of the University. It is the purpose of the Auditorium Theatre Committee of the Board of Trustees to review the work of the Auditorium Theatre Council and to coordinate the operations of the Theatre with those of the other components of the University. The Auditorium Theatre Committee must see that standard procedures for the operation of the Theatre are established and adhered to. The committee will review requests by the Auditorium Theatre Council for continuation of its capital fund drive and for other actions which go beyond the scope of the original authorizing resolution. The Auditorium Theatre Committee will establish appropriate channels of communication between the Theatre and the University.

MEMBERSHIP OF AUDITORIUM THEATRE COMMITTEE

Trustees

Robert Kamin, Chairman
Louis Spear, Co-chairman
Otto Geppert
Gerald Gidwitz
Paul Johnson
Norman Mesirow
Jerome Robbins
Max Schrayer
Beatrice Spachner
Jerome Stone*
Rolf A. Weil*
Bismarck Williams
Otto Wirth

Others

Rodney Rawls*

*Ex-officio

Business and Finance Committee

It is the purpose of the Business and Finance Committee to exercise the Board's responsibility for fiscal control over the University and its operations. The Business and Finance Committee will operate with two sub-committees--one for budget evaluation and one for investment. The Budget Evaluation Subcommittee will review the budget of the University on a line-by-line basis with the President and the Controller and recommend to the Business and Finance Committee annual as well as well as long range budgets. It is the responsibility of the Investment Subcommittee of the Business and Finance Committee to review the University's portfolio of investments, to make recommendations regarding investment policy, and to advise the administration on investment decisions. Major business transactions of the University will be reviewed by the Business and Finance Committee.

MEMBERSHIP OF BUSINESS AND FINANCE COMMITTEE

Trustees

Max Schrayer, Chairman
Harland Allen
Gregg Hunter
Philip Klutznick
Philip Mullenbach
Edgar Peske
Jerome Robbins
Louis Spear
Jerome Stone*
Rolf Weil*
Morton Weinress
Bismarck Williams

Others

Rodney Rawls*
George S. Freudenthal, Jr.
Herbert Schoenbrod
Bert Weinstein

Budget Evaluation Subcommittee

Philip Mullenbach
Edgar Peske
Max Schrayer

Investment Subcommittee

Philip Mullenbach
Milton Ratner
Max Schrayer
Jerome Stone*
Rolf Weil*

Rodney Rawls*

*Ex-officio

Community Relations Committee

The responsibility of the Community Relations Committee is to review and evaluate the programs of the University designed to obtain the good will and understanding of its various publics. In this review, the Committee may make recommendations to the Board of Trustees and to the Administration regarding events, programs, or activities designed to improve or foster good relations between the community and the University. The Committee may wish to meet from time to time with the University's internal Public Relations Committee.

MEMBERSHIP OF COMMUNITY RELATIONS COMMITTEE

Trustees

Mildred Fagen, Chairman
Robert Bassett
Morris Bialis
Erwin France
Gregg Hunter
Dorothy Rautbord
Edith Sampson
Thomas Sandke
Jerome Stone*
George Watson
Rolf A. Weil*

Others

Wendell Arnold*
Milton Shufro*
Herbert Baker
Maurice Bronner
Draper Daniels
Warren Saunders
Edward Weiss

*Ex-officio

Development Committee

The Development Committee's function is to evaluate and approve plans designed to win financial support for the University. It is a responsibility of this committee to continually review and update the proposed fund-raising programs prepared by the Development staff. The Committee will evaluate from time to time the degree of success that the University has achieved in working towards the various fund-raising goals and report such findings to the Board of Trustees.

The Committee may periodically recommend to the Board of Trustees an independent evaluation of the University's fund-raising programs and potential based on approved demonstrated needs of the University.

MEMBERSHIP OF DEVELOPMENT COMMITTEE

Trustees

Milton Ratner, Chairman
Robert Bassett
Gerald Gidwitz
Patrick Gorman
Robert Kamin
Norman Mesirow
Patrick O'Malley
Henry Regnery
Jerome Robbins
Max Schrayer
Jerome Stone*
Rolf Weil*

Others

Wendell Arnold*
Stanton Brody
Herbert Heyman
Earl Rappaport
Joseph Reich

*Ex-officio

Facilities Committee

It is the purpose of the Facilities Committee of the Board of Trustees to oversee and make recommendations to the administration regarding the management of and additions to the University's facilities. The committee will evaluate the University's academic facilities as they relate to the attainment of its academic objectives. In facilities planning the committee should take cognizance of the historic and architectural importance of Roosevelt University's Auditorium Building and the importance of harmonious and aesthetic surroundings in the development of students with a sense of dignity, well-being, and appreciation of beauty. Its responsibilities include a review of the level of maintenance and renovation of the University's facilities.

MEMBERSHIP OF FACILITIES COMMITTEE

Trustees

Jerome Robbins, Chairman
Winston Kennedy
Philip Klutznick
Jerome Stone*
George Watson
Rolf Weil*

Others

Rodney Rawls*
Allan Harris
Herbert Heyman
David Pattis
George Wallach

*Ex-officio

Nominating Committee

It is the responsibility of the Nominating Committee to make recommendations to the Board of Trustees through its Executive Committee for candidates for University trusteeship. The Nominating Committee will receive names of suggested candidates from any source and will carefully evaluate these suggestions in making its recommendations. The Nominating Committee will utilize the "Criteria for Membership on the Board of Trustees" in its evaluation of prospective candidates for trusteeship.

MEMBERSHIP OF NOMINATING COMMITTEE

Patrick O'Malley, Chairman
Mildred Fagen
Otto Geppert
Gerald Gidwitz
Robert Kamin
Philip Mullenbach
Edith Sampson
Jerome Stone*
Rolf Weil*
Morton Weinress

*Ex-officio

D

ROOSEVELT UNIVERSITY

Roster of Non-Trustees Serving on Board Committees

1969-70

Academic Objectives and Long Range Planning

Adler, Robert S.
134 S. LaSalle Street - Room 616
Chicago, Illinois 60603
FR 2-1048

Dorfman, Sol
Dorfman, DeKoven & Cohen
38 S. Dearborn Street
Chicago, Illinois 60603
RA 6-0632

Fried, Herbert
Charles Levy Circulating Company
1200 N. North Branch
Chicago, Illinois 60622
MI 2-4000

Hauser, Philip M., Professor of Sociology
University of Chicago
5801 S. Ellis Avenue
Chicago, Illinois 60637
MI 3-0800

Lifton, Robert B.
American Printers and Lithographers, Inc.
6701 W. Oakton Street
Niles, Illinois 60648
966-6500

Vickery, Wilmont, President
Vickery, Kleine & Kikuchi, Inc.
14 E. Jackson Boulevard
Chicago, Illinois 60604
939-1228

Gellman, William, Executive Director
Jewish Vocational Service
One S. Franklin
Chicago, Illinois 60606
FI 6-6700

Pollak, Robert
H. Hentz & Company
141 W. Jackson Boulevard
Chicago, Illinois 60604
939-3000

Facilities

Harris, Allan E., President
Harris Hub Company, Inc.
15600 S. Commercial Avenue
Harvey, Illinois 60426
WA 8-8585

Heyman, Herbert
Landau and Heyman
120 S. LaSalle Street
Chicago, Illinois 60603
FR 2-3133

Pattis, David
Hartford Construction Company
4740 Peterson Avenue
Chicago, Illinois 60646
725-4843

Wallach, George
George Wallach Associates
6547 W. North Avenue
Oak Park, Illinois 60302
VI 8-9250

Business and Finance

Freudenthal, George S. Jr.
Assessment Bond Services, Inc.
33 N. LaSalle Street
Chicago, Illinois 60602
ST 2-2923

Schoenbrod, Herbert
Weisgal, Field & Schoenbrod
120 S. Riverside Plaza
Chicago, Illinois 60606
641-2450

Weinstein, Burton I.
188 W. Randolph Street
Chicago, Illinois 60601
FI 6-8090

Community Relations

Baker, Herbert
Herbert Baker Advertising Company
919 N. Michigan Avenue
Chicago, Illinois 60611
943-1900

Bronner, Maurice H.
G.R.I. Corporation
635 S. Wabash Avenue
Chicago, Illinois 60605
922-6075

Saunders, Warner, Director
Better Boys Foundation
127 N. Dearborn Street
Chicago, Illinois 60602
782-7247

Weiss, Edward H.
Edward H. Weiss and Company
360 N. Michigan Avenue
Chicago, Illinois 60601
645-6600

Daniels, Draper, Chairman of the Board
Draper Daniels, Inc.
520 N. Michigan Avenue
Chicago, Illinois 60611
467-1966

Development Committee

Brody, Stanton W.
812 Stawberry Hill Drive
Glencoe, Illinois 60022
835-0175

Rappaport, Earle
Rappaport Agency
223 W. Jackson Boulevard
Chicago, Illinois 60606
HA 7-7244

Reich, Joseph M.
Lanzit Corrugated Box Company
2445 S. Rockwell Street
Chicago, Illinois 60608
263-3473

Heyman, Herbert
Landau and Heyman, Inc.
120 S. LaSalle Street
Chicago, Illinois 60603
FR 2-3133

E

The Mission of Roosevelt University

Entering its 25th anniversary year, Roosevelt University finds it both appropriate and timely to restate and rededicate itself to the principles upon which it was founded, and to set forth in broad outline an agenda for its second quarter century.

Roosevelt University reaffirms its commitment to the values and purposes of higher education in America. These include: 1) conservation and transmission of knowledge, 2) appreciation of learning, 3) critical appraisal of traditional values, 4) advancing the frontiers of knowledge, and 5) service to the community. The University is committed to academic freedom for its members as a right and responsibility in teaching, research, and in learning. It is committed to the individual teacher and to the individual learner, his personhood, growth, and maturation. In pursuing these goals, the University strives to maintain a high level of excellence and to remain responsive to the demands of today and the challenges of tomorrow.

Founded in 1945 as Roosevelt College, the University, then as now, provided equality of educational opportunity, regardless of racial or social differences. Because full implementation of the concept of equal opportunity for all was then revolutionary in American higher education, the University was able to attract men and women from an unusually diverse group of ethnic minorities who formed a faculty of exceptional quality. Believing in the worth and potentialities of men, whatever their background, the faculty of Roosevelt University have concerned themselves with overcoming the divisive effects of differences in racial and cultural heritage and socio-economic background which have permeated the American social fabric. During the past quarter century, the University has provided for its members and for the wider community opportunities for an improved understanding of diverse cultures in order to foster intercultural understanding and to reduce the fear and suspicion which prevent men from assessing intelligently their international and interracial relations.

One of the distinctive characteristics of Roosevelt University has been and continues to be the heterogeneity of its students: in race and ethnic origin, income, ability and achievement level, age and professional development. This heterogeneity, which has been a strength for America, is a strength of the University.

Roosevelt University seeks to educate each student to be a thinking, evaluating, problem-solving, and appreciative human being by teaching him reasoned expression and such arts of inquiry as perceptive observation, analysis and synthesis, and conceptualization. The effective teaching and learning of these arts must include their application to the fundamental questions of mankind as well as to the solution of current social problems. Believing that these arts are learned within many subject fields, Roosevelt University has broadened its general education requirements and shall continue to explore new ways to encourage its students to focus on the goal of learning.

Roosevelt University's unique experience, stemming from its idealistic founding and its democratic governance, gives it the courage and imagination to pursue in today's revolutionary world dual educational goals: maintaining the traditional values of higher education and pioneering for contemporary objectives. Roosevelt University believes that effectiveness in teaching, excellence in scholarship, and imagination in research must be balanced by social responsibility, concern for the dignity of man, and relevance to contemporary issues and values.

The University's mission is determined in part by its desire to contribute to the solution of certain social problems and to respond to certain social challenges. Some of the social phenomena which influence the University's ordering of educational priorities include: 1) acceleration of the trend towards universal higher education; 2) unwillingness of people to live with frustrated socio-political and intellectual aspirations; 3) changes in occupational patterns; 4) continuing movement of population to metropolitan areas; 5) increase in the leisure time of working adults; and 6) earlier retirements.

The acceleration of the trend toward universal higher education is related to the creation of avenues for upward mobility for all people and to the removal of the barriers of race-prejudice and of economic deprivation. This has been an especially important part of the University's mission since its founding. By maintaining relatively low costs and by providing scholarship aid and other financial assistance, Roosevelt University has enabled students from the inner city to pursue higher education of a quality which might otherwise not have been available to them. By maintaining a climate in which all persons are accepted and valued, the University encourages students who begin an education to continue.

A second important aspect of the University's mission is to provide opportunities for students at all levels to resume an interrupted education. Because Roosevelt University has maintained complete equality of day and evening programs, students may complete the work for their degrees on a part-time or full-time basis during the day or evening at times convenient to them.

A third aspect of the University's mission is the service to the community which it performs by enabling individuals to prepare themselves for new careers. In a society which is rapidly changing and where automation is playing an increasingly important part, a new career often provides an opportunity for continued personal growth. The University's central location near the city's principal business district and at its transportation crossroads provides easy access for people throughout the metropolitan area who wish to further their education.

During the past quarter century, through research, action-oriented programs, and in curricular development, Roosevelt University has contributed to the solution of the social problems plaguing the community. The University serves its urban community by providing a high quality education for: administrators, counselors, and teachers; public service career personnel; business, industrial, civic, and labor leaders; and other professionals in the arts, sciences, and technology. Many of these individuals already hold positions of responsibility when they become students.

As an urban university, Roosevelt is becoming the major cultural center serving individuals who work in or travel to the city's center as well as those who live in the new residential community growing within the University's neighborhood. Through the musical programs and professional training provided by its Chicago Musical College and through its public programs in art, literature, dance, and drama, the University is fulfilling this aspect of its mission. The University's Auditorium Theatre offers to its students, the community at large, and to pupils from the city's schools, opera, ballet, symphonic and theatrical performances. Telecasting these performances and their rehearsals via closed-circuit television to lecture halls and classrooms is an opportunity to enliven the teaching of the arts. The use of the Theatre on an inter-institutional basis represents a vehicle for innovation and for cooperating with neighboring universities in the development of lecture series, conferences, and other academic and cultural programs.

In these ways, Roosevelt University fulfills its commitment to the traditional values of higher education, contributes to the solution of contemporary urban problems, and meets the educational, social, and cultural needs of its diverse student body.

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BY-LAWS OF ROOSEVELT UNIVERSITY

Including Amendments Adopted To

September, 1968

ARTICLE 1

PURPOSES

The purposes of the corporation as stated in its certificate of incorporation are:

> To establish and maintain a university at Chicago, Illinois for the instruction of students in the liberal arts and in scientific, technical, and vocational subjects;
>
> To provide a teaching faculty for such university which shall be both free and responsible in the discovery and dissemination of truth; and
>
> To provide educational opportunities to persons of both sexes and of the various races on equal terms.

The corporation also has such powers as are now or may hereafter be granted by the General Not For Profit Corporation Act of the State of Illinois.

ARTICLE II

OFFICES

The corporation shall have and continuously maintain in this state a registered office and a registered agent whose office is identical with such registered office, and may have other offices within or without the State of Illinois as the Board of Trustees may from time to time determine.

ARTICLE III

BOARD OF TRUSTEES

SECTION 1. General Powers.

The affairs of the corporation shall be managed by its Board of Trustees, which may also be known as the Board of Directors.

SECTION 2. Number.

The Board of Trustees shall consist of a maximum of forty-one voting members, forty of whom shall be elected as provided in Section 3 of this article, and the president of the corporation.

SECTION 3. Election.

At each annual meeting of the Board of Trustees, including that held in October 1961, the Board of Trustees may elect as many as eleven trustees. At its regular May meeting the Senate of the Faculty of the University shall elect for two successive years two trustees and for each third year and beginning with 1962, three trustees for terms beginning with the next following annual meeting of the Board.

SECTION 4. Term of Office.

The term of office of each trustee shall be three years.

SECTION 5. Regular Meetings.

A regular meeting of the Board of Trustees shall be held without other notice than by bylaw at 2 p. m., on the fourth Thursday of October in the offices of the University unless by prior notice the annual meeting is called and held on some other date in September or October. The Board of Trustees may provide by resolution the time and place either within or without the State of Illinois for the holding of additional regular meetings of the Board without other notice than such resolution.

SECTION 6. Special Meetings.

Special meetings of the Board of Trustees may be called by or at the request of the president or any two trustees. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Illinois, as the place for holding any special meeting of the Board called by them.

SECTION 7. Notice.

Notice of any special meeting of the Board of Trustees shall be given at least two days previously thereto by written notice delivered personally or sent by mail or telegram to each trustee at his address as shown by the records of the corporation. If mailed such notice shall be deemed to be delivered when deposited in the

SECTION 10. The Board of Trustees shall elect a chairman who shall preside at all meetings of the Board of Trustees.

SECTION 11. The Board of Trustees shall elect a vice chairman who shall preside in the absence of the chairman.

ARTICLE V

COMMITTEES

SECTION 1. Committees of Trustees.

The Board of Trustees, by resolution adopted by a majority of the trustees in office, may designate one or more committees, each of which shall consist of two or more trustees, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Trustees in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Trustees, or any individual trustee, of any responsibility imposed upon it or him by law. The Board of Trustees at its annual meeting in October shall elect from its own number an Executive Committee of not less than three nor more than nine members of which the chairman of the Board and the president of the corporation shall always be members. The Executive Committee shall meet at the call of the chairman of the Board or of the president of the Corporation to prepare agenda and recommendations for the Board, to advise the president, to approve the appointment by the chairman of the Board of a nominating committee prior to the annual meeting, and otherwise to expedite the work of the Board of Trustees. The Executive Committee shall have full power to approve leases, contracts and other instruments relating to the use of the real estate of the corporation and to authorize and direct the officers of the Corporation to execute and deliver such leases, contracts, and other instruments so approved by the Executive Committee; provided, however, that the Executive Committee shall not have the power to mortgage, buy, sell, or convey real estate on behalf of the corporation. Actions taken by the Executive Committee acting as the interim Board, shall in all circumstances be subject to review, modification or reversal by the Board, except to the extent such action is by its nature irrevocable and was taken in reliance upon a direction or a resolution of the Executive Committee prior to a review by the full Board of Trustees.

SECTION 2. Other Committees.

Other committees not having and exercising the authority of the Board of Trustees in the management of the corporation may be designated by a resolution adopted by a majority of the trustees present in a meeting at which a quorum is present. Except as otherwise provided in such resolution, the president of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

SECTION 3. Term of Office.

Each member of a committee shall continue as such until the next annual meeting of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION 4. Chairman.

One member of each committee shall be appointed chairman.

SECTION 5. Vacancies.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 6. Quorum.

Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 7. Rules.

Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Board of Trustees.

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

SECTION 1. Contracts.

The Board of Trustees may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so

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CONSTITUTION OF THE FACULTY
ROOSEVELT UNIVERSITY

(including amendments ratified through September, 1968)

PREAMBLE

We, the members of the Faculty of Roosevelt University, in order to establish an association of free men and women dedicated to the enlightenment of the human spirit and the improvement and preservation of the best in American education, to insure the harmonious functioning of all parts of this association through the practice of democracy by the Student Body, the Faculty, and the Board of Trustees, and to define the responsibilities of all and protect the rights of all, do ordain and establish this Constitution for the Faculty of Roosevelt University.

ARTICLE 1

THE FACULTY

SECTION 1. Appointment to the Faculty.

All members of the Teaching Staff shall be appointed by the President after hearing the recommendations of the Dean of the College in which the appointment is sought and of the Chairman of the Department and its voting members. The Graduate Faculty shall be appointed by the President after he hears the recommendations of the Dean of the College, the Chairman of the Department and its voting members, the Dean of the Graduate Faculty, and the Graduate Council.

SECTION 2. Membership of the Faculty.

Clause 1. The membership of the University Faculty shall consist of two groups:

(1) The regular, or voting members;
(2) The associate, or non-voting members.

Clause 2. The regular, or voting, membership shall consist of:

(1) All those who hold full-time teaching and/or research appointments in one of the credit programs of the University;

(2) Those members of the administrative staff whose duties bring them into close contact with student or academic affairs and whose academic qualifications are comparable to those in (1) above. The following are eligible under this definition: the President, the Deans, the Directors of non-credit divisions, the Assistant to the President, the librarians, the Registrar, the Director of Admissions, the Director of Counseling and Testing, the full-time professionally trained counselors, the Director of Placement, the Director of Student Activities, and Director of the Health Service, the Director of Student Aid, the Foreign Students and Veterans Advisor, the General Advisor, the Director of Educational Information, the Assistant Director of Labor Education.

(3) Those members of the administrative staff who, by name, have been elected by the Senate to such membership prior to the adoption of this amendment and those part-time members of the teaching staff who were given membership by the Constitution prior to the adoption of this amendment. Membership of this class is retained so long as the person holds the same position.

Clause 3. The associate, or non-voting, membership shall consist of:

(1) All members of the teaching staff who are not included in the foregoing clause;
(2) Two representatives of the Student Body to be appointed by the Student Senate;
(3) All members of the administrative staff with annual contracts who are not included in Clause 2 above.

Clause 4. A committee on Membership shall be appointed by the Chairman of the Senate at the November meeting of the Senate. The Committee shall consist of five members, including the member of the teaching faculty of each of the Colleges and one administrative regular voting member of the faculty (see Clause 2 above). This Committee shall:

(1) Examine the list of staff members with annual administrative contracts and recommend to the Senate additions, deletions, or no change in the list of administrative regular voting members in Clause 2 (2) above;

(2) Make a similar recommendation concerning the list of ex-officio members of the Senate in ARTICLE III, SECTION 1, Clause 1 (1) below;

(3) Present these recommendations at the February meeting of the Senate for consideration and vote at the March meeting.

SECTION 3. General Provisions.

The members of the Teaching Staff shall carry out such academic policies as are determined by the University Senate and by their Departments, and shall carry out such administrative duties as are assigned to them by their Deans and their Chairmen. They shall also be held responsible for the maintenance of a high academic standard and for efficiency in their teaching.

ARTICLE II

OFFICERS OF THE FACULTY

SECTION 1. The President.

Clause 1. The President is elected by the Board of Trustees. His responsibilities are defined by the bylaws of the Corporation as follows: "The President shall be the head of all sections of the University, exercising such supervision and direction as will promote their efficiency; he shall be responsible for the discipline of the University; he shall be present at the meetings of the University Senate; he shall be the official medium of communication between the Faculty and the Board, and between the students and the Board, except as herein otherwise provided; he shall recommend to the Board appointments to the Faculty; he shall be responsible for carrying out all measures officially agreed upon by the Board of Trustees."

Clause 2. The President shall request a vote of confidence from the Faculty each third year, counting from the year of his appointment. The President may request a vote of confidence at his discretion and at any time.

Clause 3. The vote shall be by secret ballot and shall be marked "YES" for confidence and "NO" for non-confidence. An affirmative majority of the votes cast shall constitute an expression of confidence.

Clause 4. The purpose of this vote is to convey to the President, and through him to the Board, the sentiment of the University Faculty. It is expected that the President and the Board will respect the sentiment thus expressed. The results of this vote shall be reported to the Faculty not more than two weeks after the vote is taken.

SECTION 2. The Deans.

Clause 1. Each Dean shall be appointed by the Board of Trustees upon recommendation of the President. When a Dean of Faculties or Dean of Students is to be appointed, a committee elected by the University Senate shall aid in the search for candidates and advise the President in the selection. When a Dean of a Graduate Faculty is to be appointed, a committee elected by the appropriate College Council or the Graduate Faculty shall perform the same functions. Any of these committees must have representation from each College of the University.

Clause 2. The Deans shall implement and carry out within their respective divisions such academic policies as are determined by the University Senate and such administrative duties as are assigned to them by the President. In addition, they shall exercise leadership in the improvement of educational standards and practices within their respective spheres. All provisions in this Constitution relating to Deans shall apply equally to the following: the Dean of Faculties, the Dean of the Graduate Faculty, the Dean of Arts and Sciences, the Dean of Business Administration, the Dean of Students, the Director of the Chicago Musical College, the Director of the Labor Education Division, and any additional supervisors of instruction who are declared by the President to perform dean's duties and whose appointment is subject to confirmation by the Board of Trustees.

Clause 3. The Dean of each College shall request a vote of confidence from the Faculty of his College within two years after assuming office and every three years thereafter.

The Dean of Faculties and the Dean of Students shall each request a vote of confidence from the Faculty of the entire University within two years after assuming office and every three years thereafter.

The Dean of the Graduate Faculty shall request a vote of confidence from the Graduate Faculty within two years after assuming office and every three years thereafter.

Clause 4. The vote shall be by secret ballot and shall be marked "YES" for confidence and "NO" for non-confidence. An affirmative majority of the votes cast shall constitute an expression of confidence.

Clause 5. The purpose of this vote is to convey to the Deans, and through them to the President, for his guidance, the sentiment of the Faculty. The results of this vote shall be reported to the Faculty not more than two weeks after the vote is taken.

Clause 6. In votes of confidence for deans of individual Colleges, all voting members of the College involved shall have a vote. In votes of confidence for the President, the Dean of Faculties, and the Dean of Students all voting members of the University Faculty shall have a vote. In votes of confidence for the Dean of the Graduate Faculty, all voting members of the Graduate Faculty shall have a vote.

Clause 7. Votes of confidence provided for in this Constitution shall be taken at the discretion of the person requesting the vote at any time between January 1, and May 31, previous to the expiration of the three-year periods set forth in Article II, Section 1, Clause 2, and Article II, Section 2, Clause 3.

SECTION 3. Chairmen of Departments.

Clause 1. The Dean of Faculties shall notify the full-time voting members of a Department in which the position of chairmanship is to be filled that they may submit nominations for the chairmanship to the Dean of their College. The Dean of the College shall poll the full-time voting members of the Department by secret ballot on these nominations. The Dean of the College shall then transmit the list of nominations and a report of the departmental poll, together with his recommendations, through the Dean of Faculties to the President and the Executive Committee of the College Council. The Chairman of each Department of a College shall be elected by a simple majority of all the following: the President, the Dean of Faculties, the Dean of the College under whom the Chairman serves, and the members of the Executive Committee of the College Council. The result of this election shall be reported to the Faculty of the appropriate College not more than two weeks after the election is held. If a Chairman is not elected to fill an existing or prospective vacancy, the President may appoint an Acting Chairman for a term of one year.

Clause 2. The term of office shall be three years. The election shall be held each third year in May, or if a vacancy occurs before the expiration of the three-year term, as soon as possible after the vacancy occurs.

Clause 3. A chairmanship does not necessarily carry with it any change in rank or increase in salary. There shall, however, be made such adjustment in the teaching load of the Chairman as is necessary to enable him to devote adequate time to his administrative duties.

Clause 4. The Chairmen of the various Departments shall implement and carry out within their respective Departments such academic policies as are determined by the University Senate and by their Departments, and such administrative duties as are assigned to them by their Deans. They shall also be held responsible for the maintenance of a high academic standard within their Departments.

Clause 5. The Chairman of every Department shall call a department meeting at least twice every semester. Other department meetings may be called by an appropriate administrative officer, and shall be called upon petition of two members of the Department.

ARTICLE III

LEGISLATIVE BODIES

SECTION 1. The University Senate.

Clause 1. The University Senate shall consist of ex-officio, elected regular, and associate members. All members shall have the right to vote, to speak, and to move actions. Associate members may not serve as officers of the Senate and may serve on committees only if expressly provided by Senate action.

(1) The ex-officio members shall be the President, the Deans, the Associate Dean for Admissions and Records, the Directors of non-credit Divisions, the Treasurer, the Director of Development, and the Head Librarian; and any person holding ex-officio membership at the time this amendment is adopted, who shall retain membership so long as he holds the same office. Changes in this list may be proposed by the Committee on Membership. (ARTICLE I, SECTION 2, Clause 4.)

(2) The elected regular members shall be those representatives of the teaching staff who are elected under the formula prescribed in Clause 2 below; one representative of the library staff (other than the Head Librarian); and one representative of administrative voting members of the Senate. Neither of the latter two representatives is to be counted as an ex-officio member of the Senate in using the formula prescribed in Clause 2 below;

(3) All holders of non-departmental chairs and members of unorganized departments of a College are to be considered a department of the College for the purpose of electing representatives to the Senate;

(4) The associate members shall be the associate student members of the Faculty; and one administrative associate member of the Faculty elected by that group. (See ARTICLE I, SECTION 2, Clause 3).

Clause 2. (1) As nearly as is practicable, the representation in the University Senate of the Teaching Staff of the University and of each College and of each Department is to bear the same relation to the total teaching load of the University, College, and Department respectively, as the representation of the Administrative Staff in the Senate does to the total work load of the Administrative Staff. However, each department of the University, having at least one full-time teacher, is to have at least one representative in the Senate; and proportionality of representation in the Departments is to take precedence over proportionality in the Colleges and University.

(2) In time to notify the Departments by April 15 each year, the Dean of Faculties, using the data of the Spring Semester of that year, and the definitions and formula in the following paragraphs, is to calculate the number of senators that each Department is to elect.

(3) A unit-load, as applied to the Administrative Staff, is defined to be the work assigned by contract to a full-time member of the Administrative Staff. If a member is assigned less than a unit-load, his work is to be evaluated as that fractional part of the unit-load which is in fact assigned to him. The total work-load of the Administrative Staff is

the sum of the unit and fractional parts of units that have been assigned to all its members, including the work of the Librarian but not that of the remaining members of the Library staff.

(4) A unit-load, as applied to the members of the Teaching Staff, is defined to be the number of semester hours normally assigned to a full-time teacher in the Department in which he holds his appointment. If a member is assigned less than a unit-load his load is to be evaluated as that fractional part of a unit which is in fact assigned to him, including appropriate credit for administrative work assigned to him in lieu of teaching, but not for work done outside the University. The total teaching load of a Department is the sum of the units and fractional parts of units that have been assigned to all the members of the Department. The total teaching load of a College is the sum of the total teaching load of its Departments, and the total teaching load of the University is the sum of the total teaching loads of its Colleges.

(5) To find the number of Senators that a Department is to elect in May each year, the formula $n:1=N:L$ is to be used; where N stands for the number of members of the Administrative Staff who are ex-officio members of the Senate, 1 stands for the teaching load of the Department, L stands for the total work load of the Administrative Staff, and the resulting value of n is to be used as follows: if for $k = 1, 2, 3, \ldots, n$ is more than $k-1$ and not more than k, k senators are to be elected from and by the members of the Department.

(6) The Librarians, exclusive of the Head Librarian, acting as a unit independent of the administrative staff and the academic departments, are to elect each year one of their members to represent them in the Senate. The administrative regular voting members of the faculty who are not members of the Library staff or of the Senate, acting as a unit, are to elect each year one of their members to represent them in the Senate. (See ARTICLE I, SECTION 2, Clause 2. (2) and (3))

(7) The administrative associate members of the faculty, acting as a unit, are to elect each year one of their members to represent them as an associate member of the Senate. (See ARTICLE I, SECTION 2, Clause 3 (3))

Clause 3. Elections to the University Senate shall take place during the first week of May each year. Voting may be by whatever method each electing unit shall adopt, provided that there shall be open nominations and secret ballots. Each regular voting member of the Teaching and Library Staffs, but no ex officio Senators, shall have one vote, and that in the electing unit in which he holds his appointment, and he shall be eligible for election as a representative of that unit.

Clause 4. The term of office of representatives elected to the University Senate shall be one year beginning October 1.

Clause 5. The University Senate shall elect each year at the regular October meeting a Chairman, a Vice-Chairman who shall act in the absence of the Chairman, and a Secretary. These officers shall serve until their successors are elected.

Clause 6. It shall be the duty of the University Senate to decide all matters that concern the University as a whole and that are not the exclusive province of the Board of Trustees, and all other matters not specifically delegated to the College Councils or to the Administration.

Clause 7. The University Senate shall annually at its regular May meeting elect two members of the Faculty to the Board of Trustees, those elected taking office on October 1 of the same year for terms of three years each, in place of those Faculty Trustees whose terms have expired. Not more than two of the Trustees elected by the University Senate and serving at the same time shall be full-time administrative officers. In these elections there shall be open nominations and a secret ballot. The candidates receiving the largest number of votes shall be declared elected. The Secretary of the University Senate shall, within five days after the election, inform the Secretary of the University Corporation of the result of the election.

Clause 8. The University Senate may, by a majority of those voting at any meeting, declare vacant any elective office of the University Senate, or any Faculty membership on the Board of Trustees, which is held by a person who has ceased to be a member of the Faculty, or who is unable for any reason to serve actively to the end of his term of office. When any elective office of the University Senate is declared vacant, this vacancy shall be filled by an appropriate election at the next meeting.

SECTION 2. Legislative Procedures in the University Senate.

Clause 1. Regular meetings of the University Senate shall be held on the third Wednesday of every month from October to May, except that the Executive Committee of the University Senate may, by giving one week's advance written notice to all members, move the date of any given meeting forward or back as many as seven days. The President, in consultation with the Chairman of the University Senate and the Deans, shall prepare the agenda for University Senate meetings and circulate the proposed agenda a week prior to meetings. The President may revise the agenda if new business of importance arises during the said week, and the University Senate may, by consent or majority vote, change the agenda, but in every case the agenda shall include the item of "new business".

Clause 2. Other meetings of the University Senate may be called by the President, by the Dean of Faculties, by the Executive Committee of the University Senate, or upon petition of one-fourth of the membership of the entire University Senate addressed to one of these three.

Clause 3. Notices of special meetings of the University Senate must be mailed to all members so that under reasonable conditions the notices will be received one week before the meeting is to be held.

Clause 4. At regular meetings of the University Senate a quorum shall consist of any number that is present. At special meetings a quorum shall consist of sixty per cent of the full-time voting members.

Clause 5. When not otherwise specified in this Constitution, a majority of the votes cast shall be sufficient to authorize any action of the University Senate.

SECTION 3. Committees of the University Senate.

Subsection 1. The Executive Committee.

Clause 1. The Executive Committee shall be the principal committee serving the University Senate.

Clause 2. The Executive Committee shall consist of the President and the Dean of Faculties, both ex officio, the Chairman of the Senate, ex officio without vote, and seven members of the University Senate elected by the University Senate, and comprising

(1) one dean
(2) three department chairmen
(3) three members of the Teaching Staff.

Among the seven elected members there shall be at least one representative from each of the Colleges of the University.

Clause 3. The term of office of the Executive Committee members shall be one year, i.e., from the date in October on which they are elected by the Senate to the date in the following October on which their successors are elected. No elected member may serve for more than three consecutive terms.

Clause 4. The President shall each year in October call the first meeting of the Executive Committee. At this meeting the Executive Committee shall elect its own Chairman and Secretary, and these officers shall serve until their successors are elected.

Clause 5. Meetings of the Executive Committee may be called by the President or by the Chairman of the Executive Committee, or on petition by any three members of the Committee addressed to either of these officers.

Clause 6. The Executive Committee is charged by the University Senate as follows:

(1) It shall investigate, deliberate, and recommend on all questions referred to it by the University Senate.

(2) During the intervals between meetings of the University Senate, it shall make decisions for the Senate on routine questions and decide questions of general policy in emergencies. All decisions shall be reported to the University Senate.

(3) It shall advise the President on administrative questions which have academic implications.

(4) It shall review, before final severance is effected, cases of dismissal involving members of the Teaching Staff on tenure.

Clause 7. The Executive Committee of the Senate shall constitute a board of elections to conduct all elections and votes of confirmation and confidence by the Senate and by the Faculty. It shall also hold referenda among the Faculty in regard to amendments to the Constitution as provided in Art. V, Sec. 2, Cl. 2.

Subsection 2. The Curriculum Committee.

Clause 1. The Curriculum Committee of the University Senate shall consist of the following members:

(1) the President;
(2) the Deans;
(3) the Registrar;
(4) all Chairmen of Departments who are voting members of the Faculty; and
(5) one student elected by the Student Senate.

Clause 2. The Curriculum Committee shall elect its own Chairman and Secretary.

Clause 3. The Curriculum Committee may initiate and shall study and recommend to the Senate all changes pertaining to curricula which are not within the jurisdiction of any College Council, and shall review any curriculum actions of any College Council which may affect the interests of another College, and shall submit recommendations thereon to the Senate for final decision.

Clause 4. Any committee established by the Senate to supervise the curricula of programs other than those of the graduate division or the colleges of the University, but which involve, in whole or part, degree credit courses shall report to the Senate Curriculum Committee.

Any decision by such a committee on which there is a dissenting vote shall be subject to review by the Senate Curriculum Committee.

Subsection 3. Notification of Committee Appointments.

The Secretary of the University Senate shall append to the minutes of each Senate meeting a list of all committees and their members appointed since the preceding Senate meeting.

SECTION 4. The College Councils.

Clause 1. The College of Arts and Sciences, the College of Business Administration, and the Chicago Musical College shall each have a Council, which shall consist of the President, the Dean of Faculties, the Associate Dean for Admissions and Records, and the regular voting teachers and the Dean of the College. Other staff members may participate in the meetings of the College Council, but they shall not have the right to vote.

Clause 2. It shall be the duty of each College Council to determine policies with regard to College academic matters, including the objectives and content of particular curricula; the improvement of instruction; the grading system; the academic advising of students; requirements for degrees and certificates; course load; student assemblies and programs; scholarships and grants-in-aid; and the orientation of new students and of new staff members; provided that all decisions shall be subject to ratification by the University Senate when they involve the interests of any other College or of the University as a whole.

Clause 3. Each College Council shall elect at the first regular meeting of the school year an Executive Committee of not less than five nor more than ten members. The Dean of the College shall be a member of this Executive Committee ex officio.

Clause 4. The Executive Committee of each College Council shall make recommendations to the President regarding promotions and the granting of tenure. It shall also constitute a board of elections to conduct all elections and votes of confirmation and confidence held by its College Council and by the Faculty of its College, and to receive recommendations for departmental chairmen.

SECTION 5. The Graduate Council.

Clause 1. In the first week of May, the members of the Graduate Faculty in each Department offering graduate work leading to an advanced degree shall elect one member to serve on the Graduate Council for a term of one year. The following members of the Administrative Staff shall be voting members of the Graduate Council:

(1) the President;
(2) the Dean of Faculties;
(3) the Dean of the Graduate Faculty; and
(4) the Dean of each College.

The Associate Dean for Admissions and Records, the Registrar, and the Director of Graduate Admissions shall be non-voting members of the Council.

Clause 2. The Graduate Council shall at its first meeting during the academic year elect its own Chairman and Secretary, and shall meet at least once each semester at the call of the President, the Dean of Faculties, the Dean of the Graduate Faculty, or the Chairman, or on petition of one-half of its elected members addressed to any of these officers.

Clause 3. The Graduate Council shall decide all matters pertaining to the admission to graduate study; general requirements for advanced degrees; the approval of courses open only to graduate students; and with respect to graduate studies, policies regarding the award of scholarships; the improvement of instruction; the grading system; course load; and the system of academic advising. The minutes of the Graduate Council shall be circulated among all members of the University Faculty. Any policy decision made by the Council may be appealed to the Senate by any member of the Graduate Council or of the Senate within two academic weeks following the circulation of the minutes.

SECTION 6. General Regulations for Legislative Bodies.

Clause 1. All elected officers and committee members of the University Senate and of the College Councils shall take office on the day of their election or at such other time as may be specified by the Constitution and shall remain in office until their successors are elected.

Clause 2. It shall be the duty of each member of the University Senate, of a College Council, or of the Graduate Council, to attend all meetings of each body of which he is a member.

Clause 3. Every regular or associate member of the University Faculty has the right to attend any meeting of the University Senate and of his College Council, to request the privilege of participating in discussion, and to inspect the minutes of the University Senate and of the College Councils.

Clause 4. All elections, unless otherwise provided for in this Constitution, shall be held with secret preferential ballot.

Clause 5. All questions of parliamentary procedure not covered by this Constitution shall be referred for decision to Robert's Rules of Order.

ARTICLE IV

GRIEVANCE PROCEDURE

SECTION 1. Purpose.

In any large organization differences of opinion are to be expected from time to time. Opinions may differ on questions of policy. Such questions are properly settled by majority vote of the proper legislative body. On the other hand, there may be non-legislative differences of opinion. This article is intended to provide an orderly way of resolving serious differences of opinion regarding duties and the application of policies and of contracts. Recognizing that disagreements may be more apparent than real, this article provides both a means for determining the seriousness of the dispute and a means for arbitrating important disputes.

SECTION 2. Applicability of Grievance Procedure.

The several procedures included under grievance procedure are available for any full-time member or members of the Faculty or Administrative Staff.

SECTION 3. Informal Procedure for Minor Grievances.

Clause 1. In the event of a non-legislative difference of opinion involving a member or members of the Faculty or Administrative Staff, any of the principals or their superior officers may request an informal discussion of the matter to be conducted by the Dean, the Administrative Council member, the Executive Committee of the Senate, or the President, whichever is the lowest-ranking person or body having supervision over the principals. The request shall be written, signed, and filed in duplicate, one copy going to the President and the other copy going to the officer or body qualified to hear the matter. The request shall state the reason for filing the request and shall name the person or persons involved in the difference of opinion.

Clause 2. The President shall himself or through the appropriate officer send to the persons named in the request a copy of the request for a discussion.

Clause 3. The appropriate officer shall set a time and place for the discussion and shall act as chairman of the meeting so arranged. The President shall determine who is the appropriate officer, in case of doubt.

Clause 4. Discussion shall be informal, and each person present may file with the President and with all concerned his own record of the discussion, but the only record that is mandatory is a report by the chairman of the meeting, who shall report to the President that discussion was held, naming the parties present and giving his opinion as to whether a serious disagreement existed at the conclusion of the meeting.

SECTION 4. Formal Procedure for Major Grievances.

Clause 1. If, in the opinion of any of the principals, the grievance has not been resolved, any of the principals may file a request for a formal hearing. This request must be filed not later than one week after the informal discussion referred to in Section 3, Clause 4, or, in the absence of an informal discussion, not later than one month after the filing of a request in accordance with Section 3, Clause 1. The person filing the request shall send two copies to the President and one copy to the lowest ranking officer having jurisdiction. This request shall specify the subject of the dispute.

Clause 2. The President shall send a copy of the request to all persons against whom the grievance is filed.

Clause 3. The lowest ranking officer having jurisdiction shall notify the parties of the time and place of the hearing and arrange for the taking of a verbatim report, giving at least one week's notice to all concerned. This hearing must be held within two calendar months following the date on which the request for a formal hearing is filed. This time limit may be extended two calendar months on request of either party, and longer by unanimous consent of the parties.

Clause 4. The hearing officer shall make a finding of fact and recommend a settlement, sending a copy thereof to each party and to the President.

Clause 5. If one or more of the parties to the dispute is not willing to accept the recommendation of the hearing officer, he has the right to notify the President that he intends to appeal the decision, provided this notification is given within thirty days after the mailing of the hearing officer's report.

Clause 6. On appeal, the matter shall be successively considered by the Dean of Faculties, the Executive Committee of the Senate, and the Board of Trustees or its appointed representative, providing the appeal to the Board of Trustees shall be filed not less than three months after the date of the original formal hearing, and not more than three months after the President has been notified. Appeal to the Board of Trustees may be made regardless of preliminary stages if an amicable settlement has not been reached within eight months after the date of the original formal hearing. The Board of Trustees reserves the right to determine whether it will consider the matter.

Clause 7. The officer or the body to which appeal is made is not required to conduct a hearing, but may render an opinion based upon the previous record, provided that each party is accorded the right to file one statement including new evidence and/or depositions from new witnesses and to receive and reply to any statement filed by the other party. If there is a hearing on appeal, the parties shall be given at least one week's notice of the time and place.

Clause 8. When a grievance comes to the Executive Committee of the Senate, the hearing, if any, the finding, and the recommendation shall be entrusted to a panel of the Executive Committee, from which panel the following shall be excluded: the President, any Dean who has already heard the case, any party to the dispute, and anyone who by majority vote of the Executive Committee is disqualified because of interest or expressed bias. If a qualified panel cannot be secured by this means, vacancies on the panel shall be filled by selecting by lot members of the Executive Committees of the College Councils.

Clause 9. All parties filing a grievance, and all parties against whom a grievance is filed, shall have the right to attend and to be heard at all hearings.

Clause 10. While a grievance is in process, all concerned have an obligation to refrain from inciting others to partisanship. It is improper for parties to a grievance to communicate on the subject of the grievance with persons hearing or about to hear the grievance, except by written statements which are also communicated to all other parties to the grievance.

Clause 11. Persons not named in a grievance may join in it as parties if in the judgment of the hearing officer or body they show good cause.

Clause 12. In the original formal hearing, no party shall have the right to bring legal counsel to the meeting unless the dispute arises out of dismissal for cause.

Clause 13. On appeal any party may bring legal counsel or a colleague who will serve as advisor at any hearing that may be held.

Clause 14. If legal counsel is desired at any hearing, the President and the other parties must be notified of such intention at least twenty-four hours prior to the time of the hearing.

Clause 15. Legal counsel shall limit his participation in a hearing to advising his client and supplying information. Legal counsel shall not be permitted to engage in extended argument.

Clause 16. Parties have the right to call witnesses in any hearing. Legal counsel, if present at the hearing, shall not have the right to cross-examine witnesses, but parties to the dispute may cross-examine witnesses.

Clause 17. The rules of law courts cannot be claimed as rights by parties to the dispute, but those who conduct hearings may make such rulings as they regard as reasonable in a given case.

Clause 18. Verbatim reports of hearings, findings, and recommendations shall be filed promptly with the President. Parties shall have the right to read the verbatim reports in a place designated by the President, but except by unanimous consent of all concerned, no one but the President shall have possession of the verbatim reports.

Clause 19. Any voting member of the Faculty may inspect the request for grievance in the President's office and may be informed as to the stage which the grievance has reached. When a grievance file has been closed, the President shall report to the Faculty in his Newsletter or by other communication that it has been closed, but the release of further information shall be in his discretion, except that nothing in this clause shall be interpreted as invalidating Clause 18. None of the documents of dispute shall be released until the grievance has been settled or has run its full course.

Clause 20. Officers and bodies hearing formal grievances shall record in their next annual reports the fact that grievances were filed and heard, naming the parties and stating whether an amicable settlement was reached; but no details need be published.

Clause 21. This article shall not preclude the possibility of direct executive action, but such action shall not stop the grievance procedure for purposes of review.

Clause 22. Appeal to a court or outside agency to redress the grievance forfeits the right of any aggrieved party to further use of this grievance machinery.

ARTICLE V

TENURE RULES

SECTION 1. No tenure rights and no service to count toward tenure:
Part-time and visiting faculty of any rank.

SECTION 2. Tenure rights of full-time members of the teaching staff:

Clause 1. Professors, Associate Professors, and Assistant Professors. To be given an initial probationary contract for three years. At the end of the second year, appointee to be told that he will be given an additional three-year contract or that this contract will not be renewed. At the end of the second year of the second contract, appointee to be told that he has been given indefinite tenure (during competence) or that his contract will not be renewed at its expiration.

Clause 2. Instructors. Six one-year contracts. Written notice by the end of six months, in each of the first four years, necessary for reappointment. By the end of the fifth year, appointee to be told that he will be advanced to the rank of assistant Professor at the end of his sixth year and given indefinite tenure (during competence) or that his contract will not be renewed. The Executive Committee of the Faculty shall be empowered to make necessary exceptions to the procedure provided for in this section.

Clause 3. All ranks. Before a teaching member of the Faculty is told whether he will receive indefinite tenure, his department and the Executive Committee of the Faculty shall file their recommendations. The Department's recommendation shall be determined by a secret ballot of the full-time voting members of the Department, except the candidate for indefinite tenure, and the tally shall be incorporated in the Departmental minutes. The Department's recommendation shall be filed with the appropriate Dean, with the Executive Committee of the Faculty, and with the President. In the meeting of the Executive Committee the Dean or the Director of the college in which the candidate for indefinite tenure teaches shall have one vote. The Dean of Faculties shall have the right to attend this meeting but shall not have a vote. The President shall consider these recommendations before he notifies the teacher whether or not he will receive indefinite tenure.

SECTION 3. Special Applications of Tenure Rules.

Clause 1. During a probationary period, at any rank, the appointee shall have no recourse to grievance procedure if his contract is not renewed at expiration, provided due advance notice of termination has been given. Neither the administration nor the Department Chairman shall need to give reasons for non-reappointment.

Clause 2. Indefinite tenure is understood to be contingent upon adequate and efficient performance of duties assigned to the teacher, such duties to be those customarily regarded as academic. The burden of proof of inefficiency is to be on the administration and the Department Chairman if the teacher is not a Department Chairman; otherwise, the burden of proof is to be on the administration only. Indefinite tenure means a right to keep the rank and the salary held at the time when indefinite tenure was acquired or any rank and salary acquired at a later date. A reduction in salary can only take place in case of a general salary reduction necessitated by financial stringency and covering all faculty members, or all faculty members of a college or of a certain rank. The salary referred to herein means the amount of salary within the regular established ranges.

Clause 3. Tenure shall not mean the right to teach certain courses or to teach in a given department. If a teacher is transferred, however, the reasonableness and necessity of the transfer may be questioned through the grievance procedure.

Clause 4. Leave of absence on pay shall extend a contract by the amount of time on leave.

Clause 5. Promotions and increases in salary occurring before the termination of a contract period shall be recognized by issuance of a new contract which shall have the same terminal date as the contract then in force. It is understood that promotion to a higher rank gives the appointee the probationary status of the higher rank. Time served in a lower rank shall be counted toward fulfillment of the probationary requirement of the higher rank to which the teacher is promoted.

Clause 6. In cases of removal for cause, before the expiration of a contract period, the President or the Dean of Faculties may suspend immediately. If suspension is not made the subject of grievance procedure within 30 days, the appointment may be terminated by the President.

Clause 7. Administrative positions are excluded from these rules of tenure, but teachers retain tenure rights as teachers when relieved of administrative duties qua Department Chairmen and advisors. A faculty member retains tenure rights when appointed to a deanship or other full-time administrative position, and upon termination of his administrative appointment, his rights to a teaching position in his department are fully reinstated.

SECTION 4. Definitions of Part-time and Full-time: The words "part-time" and "full-time" are employed in the tenure rules to refer to the distinction which has been made in practice since the founding of the University. Amount of teaching load and rank do not necessarily indicate whether the person is a full-time or a part-time teacher under the tenure rules. There are a few part-time teachers who have been assigned one of the four conventional ranks. It also happens that from time to time "part-time" teachers carry a full teaching load, whereas "full-time" teachers may carry less than the normal load in their department. "Full-time" faculty members are those whose appointment is formalized by a contract signed by the President and by the teacher, whose duties are primarily not administrative and whose tenure is clearly indicated at the top of the contract.

SECTION 5. When new members are appointed to the Roosevelt University faculty, they may be given tenure or service-credits towards tenure for service at another institution, as if that service had been rendered at Roosevelt University. Such service credit, however, if it is granted, must be granted in accordance with the tenure rules of Roosevelt University, not those of another university, and full tenure must be granted only in accordance with the provisions of Article V, Section 2, Clause 3 of this Constitution.

ARTICLE VI

AMENDMENTS TO THE CONSTITUTION

Clause 1. Any proposed amendment to the Constitution may be presented at any meeting of the University Senate, and shall be considered at the next regular meeting, provided that there be at least one week between the two meetings.

Clause 2. Amendments to the Constitution shall be declared passed and shall be referred to the Board of Trustees for ratification, if they receive at least 70% of all votes cast in the University Senate.

Clause 3. Whenever 30% or more of the members of the University Senate or 50% or more of those voting, but in either case less than 70% of those voting, vote in favor of a proposed amendment, the Executive Committee of the Senate shall conduct a referendum among all the voting members of the Faculty within thirty days after the University Senate's action. The text of the proposed amendment and a ballot shall be mailed to each voting member of the Faculty with instructions to return the ballot in person to a designated place in the University building between the hours of 12 noon and 7 p. m. on a designated school day not more than ten days nor less than five days after the mailing of the ballot. If, in this referendum, the proposed amendment receives a majority of the votes cast, it shall have the same status as amendments passed by the Senate and shall be referred to the Board of Trustees for ratification.

ARTICLE VII

ENACTING ARTICLE

The effective date of this Constitution is November 3, 1945, the date on which it was ratified by a majority of those present at a Faculty meeting called for the purpose.

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ROOSEVELT UNIVERSITY: A BRIEF DESCRIPTION

Roosevelt University is a private, non-sectarian institution, founded in 1945, and located across from Grant Park in downtown Chicago. It includes a College of Arts and Sciences, a College of Business Administration, and a College of Music, as well as a Division of Continuing Education and Extension and a Labor Education Division. The University has 47 undergraduate departments and programs and 21 programs at the Master's Degree level. Both the undergraduate and graduate programs of the University are accredited by the North Central Association. The Colleges of Music and Business Administration are accredited respectively by the National Association of Schools of Music and the American Association of Collegiate Schools of Business.

The University enrolls approximately 5,400 full- and part-time students at the undergraduate level and 1,500 students at the graduate (Master's Degree) level. The faculty of the University includes 210 full-time members of the teaching faculty, 174 part-time faculty, and 78 professional administrative staff.

The University was founded on the basis of equal educational opportunity for all students regardless of race or creed, and had had as a main element of its mission the creation of avenues for upward mobility for all people. As a consequence, Roosevelt University has developed a strong tradition of working with disadvantaged students. The University has always had a significant component of Black students, faculty, administrative staff, and trustees, and enrolls a majority of minorities. This heterogeneity in the student body is one of the distinctive characteristics of the University and one of its strengths.

Roosevelt University makes a major contribution to the school system of Chicago, particularly of the inner city, by training more teachers for the Chicago Board of Education than any other private institution in the state, and more than all but one of the public institutions. Because many of Roosevelt University's students come from disadvantaged environments, they possess the empathy and motivation necessary to assume professional careers in the inner city.

A second important aspect of Roosevelt University's mission is to provide opportunities for students at all levels to resume an interrupted education. Roosevelt University maintains complete equality of day and evening programs, and students may complete work for their degrees on a part-time or full-time basis during the day or evening. By maintaining a climate in which all persons are accepted and valued, the University encourages students who begin an education to continue.

A third aspect of the University's mission is the service it performs by enabling individuals to prepare for new careers. The University's central location near the city's principal business district and at its transportation crossroads provides easy access for people throughout the metropolitan area who wish to further their education and continue their personal growth.

Approximately 25 to 30 percent of the University's baccalaureate recipients continue on to graduate school.

The University's facilities include the historic Auditorium Building, which is a full city block deep and one-half block wide, and rises ten stories. The University is in the process of building a $6,000,000 student center and a $3,000,000 science wing, library annex and faculty office tower. The University's library houses over 225,000 volumes, and it regularly receives over 1,100 journals and other periodicals. The resources of the library also include a music library of records, tapes, and manuscripts; an audio-visual and instructional materials preparation center; and closed-circuit instructional television. Other special resources of the University include recital halls, a language laboratory, and computer center. In addition, the University's location makes the facilities of the Chicago Art Institute, Public Library, Orchestra Hall, Theaters, Aquarium, Planetarium, and Museum of Natural History easily accessible to students and faculty.

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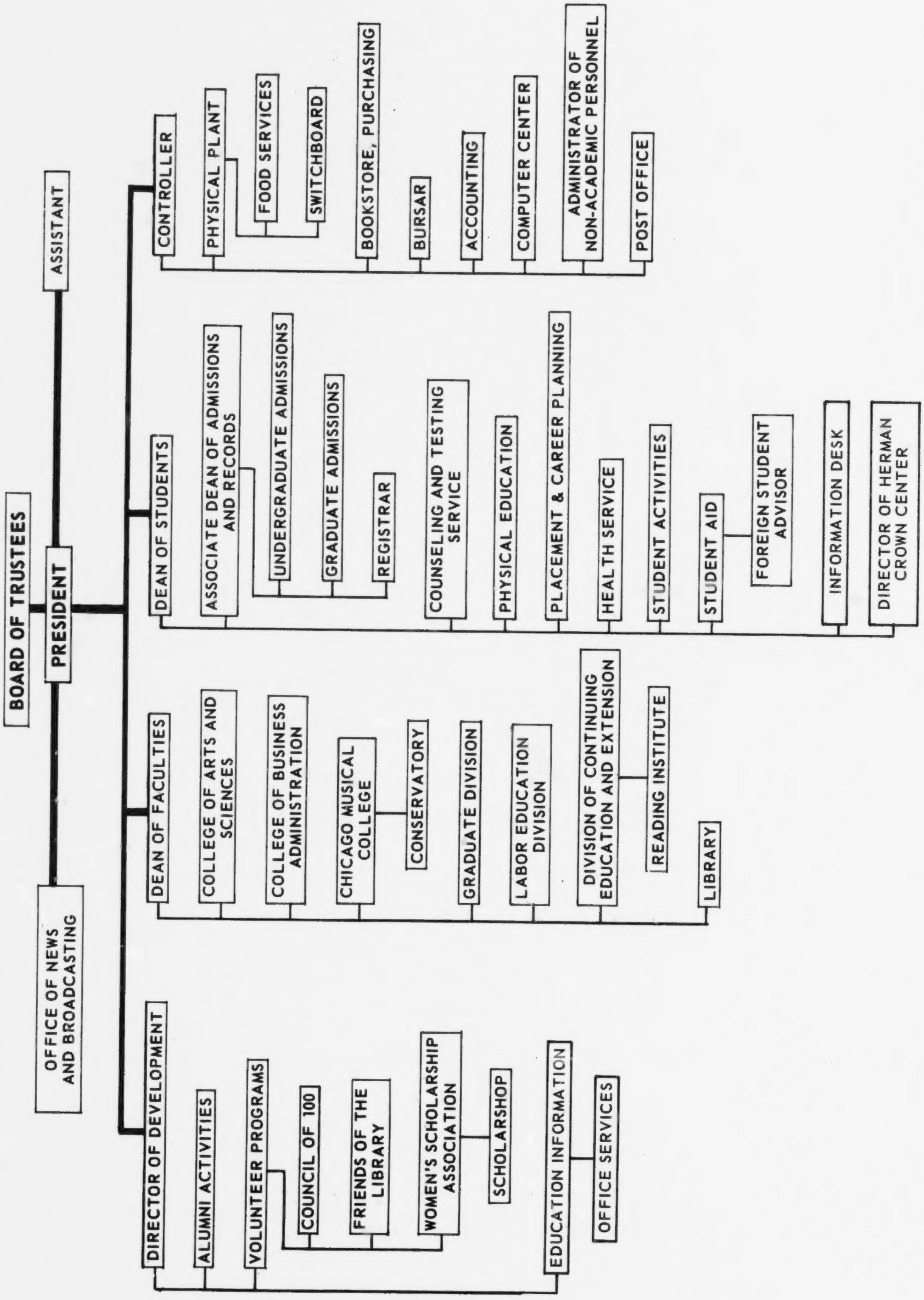
BOARD OF TRUSTEES
PRESIDENT
ASSISTANT
OFFICE OF NEWS AND BROADCASTING
DIRECTOR OF DEVELOPMENT
ALUMNI ACTIVITIES
VOLUNTEER PROGRAMS
COUNCIL OF 100
FRIENDS OF THE LIBRARY
WOMEN'S SCHOLARSHIP ASSOCIATION
SCHOLARSHOP
EDUCATION INFORMATION
OFFICE SERVICES
DEAN OF FACULTIES
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF BUSINESS ADMINISTRATION
CHICAGO MUSICAL COLLEGE
CONSERVATORY
GRADUATE DIVISION
LABOR EDUCATION DIVISION
DIVISION OF CONTINUING EDUCATION AND EXTENSION
READING INSTITUTE
LIBRARY
DEAN OF STUDENTS
ASSOCIATE DEAN OF ADMISSIONS AND RECORDS
UNDERGRADUATE ADMISSIONS
GRADUATE ADMISSIONS
REGISTRAR
COUNSELING AND TESTING SERVICE
PHYSICAL EDUCATION
PLACEMENT & CAREER PLANNING
HEALTH SERVICE
STUDENT ACTIVITIES
STUDENT AID
FOREIGN STUDENT ADVISOR
INFORMATION DESK
DIRECTOR OF HERMAN CROWN CENTER
CONTROLLER
PHYSICAL PLANT
FOOD SERVICES
SWITCHBOARD
BOOKSTORE, PURCHASING
BURSAR
ACCOUNTING
COMPUTER CENTER
ADMINISTRATOR OF NON-ACADEMIC PERSONNEL
POST OFFICE

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Academic Departments and Programs

The College of Arts and Sciences

African Studies
American Studies
Art
Biology
Black Studies
Chemical Industrial Management
Chemistry
Economics
Education
Engineering Science
English
Geography and Geology
History
Jewish Studies
Labor Relations
Languages
Mathematics
Medical Technology
Philosophy
Physics
Political Science
Psychology
Pre-Dental
Pre-Legal
Pre-Medical
Public Administration
Radiological Technology
Science Education
Secretarial Practice
Social Psychology
Sociology and Anthropology
Theater Arts

The College of Business Administration

Accounting
Economics
Finance
Management and Personnel Administration
Marketing and Advertising
Business Law
Business Teacher Education
Chemical Industrial Management

The Chicago Musical College

Music Education
Orchestral Instruments
Organ
Piano
Theory, Composition, and Music History
Voice

The Graduate Division

Accounting
Applied Music
Biology
Biochemistry
Business Administration (Interdepartmental)

- Chemistry
- Economics
- Education
- English
- Guidance and Counseling
- History
- Languages
- Music Education
- Music Theory, Composition and Musicology
- Philosophy
- Physics
- Political Science
- Psychology
- Public Administration
- Sociology
- Urban Studies

Labor Education Division: Long Term Program

- Labor Leadership in a Dynamic Society (first year program)
- Advanced Studies for Labor Leaders (second year program)
- Political Science and Related Subjects (third year program)
- The Labor Leader in Action (fourth year program)

The Division of Continuing Education and Extension: Bachelor of General Studies Program

- Business Institutions
- Computer Technology
- Languages
- Literature
- Political and Economic Institutions
- Radiological Technology
- Urban Problems
- Youth Services

Academic Department Chairmen

Extension		Room
330	ACCOUNTING Samuel W. Specthrie	614
403	ART Donald Baum	411
368	BIOLOGY Harry G. Nelson	519
426	BLACK STUDIES Charles Macklin	925FA
339	CHEMISTRY Walter S. Guthmann	626
266	ECONOMICS Joseph P. Hackman	718
407	EDUCATION Ruby Franklin	364
307	ENGLISH AND SPEECH John L. Foster	704
335	FINANCE Oscar R. Goodman	624
285	GEOGRAPHY Herbert L. Slutsky	929FA
271	HISTORY David Miller	753
305	LANGUAGES Alice Zimring	356
328	MANAGEMENT Richard R. Weeks	606
318	MARKETING Edward S. Gordon	622
282	MATHEMATICS Jack Silber	418
227	MUSIC EDUCATION George Wilson	949

Extension		Room
221	ORCHESTRAL INSTRUMENTS Morris Gomberg	912
221	ORGAN Robert Reuter	950
387	PHILOSOPHY Elmer D. Klemke	811
325	PHYSICAL EDUCATION Edwin W. Turner	985
281	PHYSICAL SCIENCE Morris Goran	409
280	PHYSICS Robert Estin	734
221	PIANO Saul Dorfman	916
217	POLITICAL SCIENCE George Watson, Acting	710
292	PSYCHOLOGY Donahue Tremaine	509
272	PUBLIC ADMINISTRATION Teresa Carr King (Acting)	752
220	SOCIOLOGY Arthur Hillman	766
370	THEORY AND COMPOSITION Charles Garland	929
220	URBAN STUDIES Arthur Hillman	766
221	VOICE Robert Long	910
221	WIND INSTRUMENTS Walter Wollwage	909

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ROOSEVELT UNIVERSITY DIRECTORY

Office	Room	Extension
ADMISSIONS OFFICE		
Robert I. Cohen, Associate Dean, Admissions and Records	874	359
Lily S. Rose, Director of Undergraduate Admissions	846	243-244
ALUMNI OFFICE		
Florence I. Medow, Director of Alumni Activities	827	311
ARTS AND SCIENCES, COLLEGE OF		
George H. Watson, Dean	710	217
AUDIO-VISUAL AIDS AND CLOSED CIRCUIT T. V.		
Randall E. Jackson, Director	1040	256-257
BOOKSTORE		
Bernard Berg, Manager	Bookstore Wabash Lobby	381
BURSAR		
Lois Palmer, Bursar	816	261
BUSINESS ADMINISTRATION, COLLEGE OF		
Richard R. Weeks, Dean	606	328
CASHIER'S OFFICE		
Rosalie Bradford, Senior Cashier	818	262-383
CHICAGO MUSICAL COLLEGE		
Joseph Creanza, Dean	920	225
COMPUTER CENTER		
Mathias J. Jenovai, Chief Programmer and Administrator	120	250
CONTINUING EDUCATION AND EXTENSION		
George Dillavou, Director	827	351
CONTROLLER		
Rodney Rawls, Controller and Treasurer	806	214
COUNSELING AND TESTING		
Alyce Pasca, Director	854	248

Office	Room	Extension
DEAN OF FACULTIES		
Otto Wirth	710	216
DEAN OF STUDENTS		
Lawrence Silverman	824	321
DEVELOPMENT		
Wendell H. Arnold, Director	827	232-233
EDUCATIONAL INFORMATION		
Robert A. Dameron, Director	827	234
FOREIGN STUDENT ADVISOR		
Edward Hartwig	830	320-345
GRADUATE DIVISION		
Otto Wirth, Dean	710	216
Roma Rosen, Associate Dean	714	218
HEALTH SERVICE		
Arthur L. Barbakoff, M.D., Director	862	378-379
INFORMATION AND GENERAL SERVICES		
(Lobby Information Desk)	Lobby	241-242
LABOR EDUCATION DIVISION		
Frank McCallister, Director	1101	201
LIBRARY		
Adrian Jones, Chief Librarian	10th Floor	252
MAIL ROOM	126	296
NEWS AND BROADCASTING		
Milton Shufro, Director	827	313
OFFICE SERVICES	831	298
PHYSICAL PLANT		
Max Nichols, Director	Mezzanine Landing, North	208
PLACEMENT AND CAREER PLANNING		
Arthur R. Eckberg, Director	128	332
POLICE, CAMPUS	-	297

Office	Room	Extension
PRESIDENT'S OFFICE		
Rolf A. Weil, President	814	211-12-13
Daniel H. Perlman, Assistant to the President	815	211-12-13
Phillip B. Stevens, Assistant to the President	815	211-12-13
REGISTRAR'S OFFICE		
Charles Simmons, Registrar	834	245
STUDENT ACTIVITIES OFFICE		
Elaine Davis, Director	202	323
STUDENT AID		
Robert Franklin, Director of Student Aid and Veterans Coordinator	830	320

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SCHEDULE OF MEETING DATES

Meetings of the Roosevelt University Board of Trustees are held quarterly on the following schedule. The first meeting of the academic year is held on the fourth Thursday of the month of October. The second meeting is held on the third Thursday of December. The third meeting is held on the fourth Thursday of February, and the last regularly scheduled meeting is held on the fourth Thursday of April. This schedule may be varied from time to time by action of the Board of Trustees.

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CRITERIA FOR MEMBERSHIP ON
THE BOARD OF TRUSTEES OF ROOSEVELT UNIVERSITY

To be a candidate for trusteeship of Roosevelt University, an individual must believe fully and completely in the mission of the University and must be willing to commit his time, energy, and resources to work for its realization. The candidate must have evidenced this commitment in tangible ways including visiting the University to familiarize himself with its goals and operations prior to his being considered for trusteeship. The candidate must be in a position to contribute to the work of the University independently or through the work of one or more of the Board's committees: Academic Objectives and Long Range Planning, Auditorium Theatre, Community Relations, Facilities, Business and Finance, Development, and Nominating.

The criteria for a good university trustee was outlined by Morton A. Rauh, Vice President of Antioch College, in his recent book, The Trusteeship of Colleges and Universities.

> He is a man of stature in his community and in his vocation, although not necessarily widely known. He has achieved this stature through his sound judgment and inquiring mind. While holding strong views and convictions, he respects those who hold different ones. He places a high value on the profession of teaching. He looks for the best in people, and, as a result, frequently brings out the best in them. He recognizes that many teachers have strong attitudes and frequently make them known, not always at a time when they are popular; he protects their right to do so, even though he disagrees with them. He has a deep commitment to higher education, especially to the institution which he serves. He supports the president, but he reserves the right to question his judgments. He may be puzzled by, even angry with, young people, but he listens to what they have to say.

From these generalized descriptions, three specific and essential characteristics of the successful trustee can be formed.

1. He has an analytic mind. Given a competent presentation of an issue, even though it be quite foreign to his professional experience, he can extract the essential components of the problem and react constructively.

2. He asks discerning questions. Without being contentious or aggressive, he asks questions which have the quality of leading discussion to central policy issues and not to operational detail.

3. He is a "sounding board." He listens and reacts creatively--frequently with imagination and sometimes with intuition. The quality of his reaction has the effect of influencing administrative decisions.

Ordinarily, a candidate for trusteeship should be in good health and be not more than sixty years old. He must be willing to commit himself to be active during a three-year term of office. A trustee should not expect to exploit a position on the Board for business advantage in any way. He should not attempt to exploit the University for the fulfillment of a particular political or partisan objective. He must understand and respect the necessary and important division of responsibility between the Board which determines policy and the University administration, which is responsible for the execution of that policy. A trustee should not become involved in the day-to-day operation of the University.

As a trustee of a private urban university, a Roosevelt Board member must understand the importance and significance of private higher education and the role and character of an institution such as Roosevelt.

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ROOSEVELT UNIVERSITY

Operating Budget 1969/70

A condensed summary of the budget, exclusive of auxiliary enterprises, is compared with the previous year's budget as follows:

(Thousands of Dollars)

	1969/70	1968/69	Increase or (Decrease)
Income	$7029	$6322	$707
Expense	7029	6322	707
Surplus or (Deficit)	-0-	-0-	-0-

The basic assumptions underlying the formulation of this budget are that (1) the unrestricted gifts will be $400,000 ($60,000 more than the $340,000 budgeted for the year 1968-69) and (2) enrollment will approximately equal that of 1968-69.

The increase in income of $707,000 is accounted for principally by increased tuition rates ($442,000), new programs and enrollment increments ($205,000), and additional gifts ($60,000).

The increase in expenditures of $707,000 is accounted for by an adjustment fund for faculty and administrative salaries of $365,600, and increases in departmental budgets of $341,400. Of this latter amount, $77,500 has been appropriated for additional student aid, scholarships, and student services, $193,500 for academic departments, and $70,400 for general institutional cost increases. Nonetheless, not all funds requested for academic enrichment could be incorporated in this budget.

The Budget Committee makes the following observations:

1. The budget relies upon tuition and fees from students for over 91% of the total proposed budgeted income.

2. Scholarship provisions amount to $282,000 with income to support this cost budgeted at only $40,000. Thus, 85% of this student aid is borne by tuition from other students.

3. The budget includes a salary improvement fund of $365,600 (including fringe benefits) allotted approximately as follows:

For adjustments in summer school salaries	$ 20,000
For faculty and administrative salaries	173,000
For adjustments and promotions	172,600
Total	365,600

The fund for salary increments is at an amount of $365,600 as compared to last year when this increment was $239,000. In order to retain and recruit a competent faculty, increments at the present rate are considered necessary.

4. With unrestricted gifts budgeted at $400,000, the appropriations for the Development Office have been increased somewhat over the previous year. In pursuit of the capital funds campaign, however, it was again necessary for special funds to be appropriated to pay the costs of this campaign.

5. The budget, given the restraints listed above, includes an overall tuition increase of about 10% to provide a realistic and balanced budget.

6. In compliance with recently revised methods of accounting by the American Council on Education, auxiliary enterprises income and expenditures are each budgeted at an amount of $700,000 resulting in a balanced budget for these activities. Auxiliary enterprises include the University's bookstore, cafeteria, and scholarshop.

ROOSEVELT UNIVERSITY
OPERATING BUDGET
1969-70
(In Thousands of Dollars)

Details	1969-70	1968-69	Increase or (Decrease)
INCOME			
Tuition and Fees*	$6436	$5785	$651
Unrestricted Gifts	400	340	60
Scholarship Income	40	50	(10)
Endowment Income	29	29	- 0 -
Other Income	124	118	6
Total	7029	6322	707
EXPENDITURES			
Detailed on pages 4 through 7 of this document	7029	6322	707
BUDGET SURPLUS OR (DEFICIT)	-0-	-0-	-0-

---

*Actual income from tuition and fees is estimated at $5,895. Budgeted tuition and fees income for 1969-70 is computed on this base as shown below:

Tuition and Fees	Estimated 1968-69	Estimated Increase	1969-70
Undergraduate	$4716	$ (A) 440	$5156
Graduate	888	(B) 67	955
Other Tuition and Fees	291	(C) 34	325
Total	5895	541	6436

NOTES:

(A) Based on a tuition increase from $40 to $44 (per sem. hr.) with allowance for volume variation due to rate change.
(B) Based on a tuition increase from $50 to $55 (per sem. hr.) with allowance for volume variation due to rate change.
(C) Based on an increase in enrollment in new extension and special programs.

ROOSEVELT UNIVERSITY
1969-70 Expenditures
(In Thousands of Dollars)

	1969-70	1968-69	Increase (Decrease)
General Administration:			
President's Office*	131.4	127.1	4.3
President Emeritus	24.8	24.5	.3
Board of Trustees	2.0	2.0	-0-
Dean of Faculties	61.6	61.4	.2
Academic Development	37.5	31.5	6.0
Controller	104.0	89.0	15.0
Accounting Office	36.2	35.0	6.0
Bursar	54.3	45.2	9.1
Purchasing	6.0	6.0	-0-
Total	457.8	421.7	36.1
Student Services:			
Dean of Students	50.6	39.4	11.2
Registrar's Office	84.9	78.0	6.9
Admissions	61.8	61.0	.8
Counseling & Testing	74.6	64.8	9.8
Placement Office	38.7	35.3	3.4
Health Service	40.2	39.5	.7
Student Aid	43.1	40.0	3.1
Student Activities	17.7	18.6	(.9)
Recruitment & Records	46.7	38.7	8.0
Student Activities Board	34.5	30.0	4.5
Total	492.8	445.3	47.5
Public Information and Development:			
Alumni (Dev. Off.)	34.6	33.4	1.2
Development	116.1	97.5	18.6
News & Broadcasting	50.5	49.2	1.3
Off. Educational Inf.	133.6	124.0	9.6
Total	334.8	304.1	30.7

*Includes contingency fund

ROOSEVELT UNIVERSITY
1969-70 Expenditures
(In Thousands of Dollars)

	1969-70	1968-69	Increase (Decrease)
General Institutional:			
Computer Center	63.9	58.6	5.3
Office Services	45.2	44.8	.4
Telephone	58.1	54.0	4.1
Mailroom and Postage	54.4	53.8	.6
Information Desk	14.1	13.7	.4
Commencement	13.0	13.0	-0-
Staff Benefits	520.6	517.7	2.9
Total	769.3	755.6	13.7
Instructional:			
Dean, College of A & S	50.5	49.2	1.3
Summer School	181.5	181.5	-0-
Art	52.3	50.6	1.7
Biology	128.1	120.2	7.9
Chemistry	143.7	141.6	2.1
Economics	90.4	83.6	6.8
Education	258.6	255.2	3.4
English & Speech	272.0	263.6	8.4
History	124.7	117.6	7.1
Mathematics	92.6	89.6	3.0
Languages	130.6	129.4	1.2
Philosophy	74.8	74.8	-0-
Physical Science	23.2	23.0	.2
Physics	69.9	68.4	1.5
Political Science	88.8	90.8	(2.0)
Pub. Adm. & Urban Studies	14.5	5.8	8.7
Psychology	122.5	111.8	10.7
Sociology & Anthropology	82.9	84.5	(1.6)
Geography	21.6	22.4	(.8)
A & S Non Dept.	26.8	24.5	2.3
Physical Education	19.3	19.2	.1
Total	2069.3	2007.3	62.0

ROOSEVELT UNIVERSITY
1969-70 Expenditures
(In Thousands of Dollars)

	1969-70	1968-69	Increase (Decrease)
Instructional, continued:			
Dean of Bus. School	67.1	51.9	15.2
Summer School	39.6	39.6	-0-
Research Center	13.9	8.6	5.3
Accounting	91.4	76.2	15.2
Finance	52.5	51.4	1.1
Management	93.3	88.0	5.3
Marketing	79.4	81.0	(1.6)
Bus. Admin. Non Dept.	4.4	4.3	.1
Business Law	24.2	24.2	-0-
Total	465.8	425.2	40.6
Dean, CMC	107.9	113.0	(5.1)
Summer School, CMC	24.2	24.2	-0-
Conservatory, CMC	54.5	54.5	-0-
Piano	86.6	70.6	16.0
Music Education	58.8	58.8	-0-
Composition, Theory, Mus. Lit.	67.2	67.2	-0-
Orchestral Instruction	27.6	27.6	-0-
Voice	43.3	43.3	-0-
Organ, Church Music	12.4	12.4	-0-
Total	482.5	471.6	10.9
Continuing Ed. - Director	40.9	33.5	7.4
Cont. Ed. - Non Credit Courses	19.3	18.4	.9
Real Estate & Foreign Trade	9.2	9.2	-0-
Great Lakes Extension	16.1	15.2	.9
Fort Sheridan Extension	20.4	18.1	2.3
Fort Sheridan - MPA Program	4.7	4.7	-0-
Waukegan Extension	9.9	-0-	9.9
Reading Institute	31.4	23.1	8.3
Labor Education Division	55.1	55.3	(.2)
Graduate Division	52.9	40.3	12.6
Adult Degree Program	32.1	24.9	7.2
Business Coop. Program	13.4	-0-	13.4
Total	305.4	242.7	62.7

ROOSEVELT UNIVERSITY
1969-70 Expenditures
(In Thousands of Dollars)

	1969-70	1968-69	Increase (Decrease)
Other Costs:			
Library and Audio Visual	363.0	325.7	37.3
Physical Plant	531.4	490.8	40.6
Matching Funds	41.5	71.8	(30.3)
Work Study Program	19.2	15.0	4.2
Student Aid (Scholarships)	282.0	256.2	25.8
Debt Service	68.6	89.0	(20.4)
Unfilled Positions Provision	(20.0)	-0-	(20.0)
Salary Adjustment Fund	365.6	*	365.6
Total	1651.3	1248.5	402.8
GRAND TOTAL	7029.0	6322.0	707.0

*This item was distributed to various accounts already listed under the 1968-69 revised budget column and amounted to $239,000.

Draft - For Discussion Purposes Only

ROOSEVELT UNIVERSITY

CURRENT OPERATING BUDGET*

PROJECTIONS FOR THE ACADEMIC YEARS

1968-69 THROUGH 1973-74

*NOTE: This is a basic projection, founded on the University's current academic programs. See page 1 of this document for details of the underlying assumptions.

Prepared by: D. Kleinerman
Dated: 5-26-69

BASIC ASSUMPTIONS UNDERLYING PROJECTIONS PROPOSED FOR THE ACADEMIC YEARS 1968-69 THROUGH 1973-74

1. Capital improvements to be completed by the end of the period:
   A. The Herman Crown Center in 1969-70
   B. The Tower section renovated in 1969-70
   C. Court construction in 1970-71

   It is estimated that with the completion of the above listed projects, the new and renovated facilities will permit an expansion from the present enrollment of 6900 full- and part-time students (equivalent to 4400 full-time students) to an enrollment of 9000 full- and part-time students (equivalent to 6000 full-time students).

2. Tuition will be increased by about 10% per year.

3. Faculty and administrative salaries will be increased by about 7% per year while non-salary costs are assumed to increase by about 5% per year.

4. The same proportion of tuition income will be accounted for by scholarship awards as in the base year 1968-69.

5. The policy of selective load reduction will be further accelerated during this period. This reduced load will help to attract and retain outstanding faculty members. (see item 6 below)

6. Student/faculty ratios will increase to 25:1. Load reduction appears feasible at Roosevelt University only with a concomitant increase in average class size.

7. Operations for the period will result in no surplus or deficit.

8. Unrestricted gifts are to continue to be a constant proportion of total income from current operations.

9. It is further assumed that no major changes in the academic structure of the University will occur during the period, such as the addition of new schools, new degree programs, etc.

10. The operations of the Herman Crown Center, it is assumed, will be on a break-even, self-liquidating basis and accordingly do not appear in the financial budget attached.

11. A modest amount of funds, in the latter years of the projection, are to be allocated toward completion of improvements in and additions to the University's physical facilities (H. Crown Center and Tower/Court project and continued renovation of the present Roosevelt University building).

NOTE: All dollar amounts on the attached financial schedules are expressed in thousands.

ROOSEVELT UNIVERSITY
PROJECTION OF RECEIPTS AND DISBURSEMENTS
CURRENT OPERATING FUND TRANSACTIONS

Description	Year Ending August 31, 1969	1970	1971	1972	1973	1974	Six (6) Year Totals
Enrollment (Full-time Equivalent Students)	4410	4480	4860	5310	5760	6000	Not Applicable
RECEIPTS							
Tuition and Fees	5785	6448	7670	9171	10902	12463	52,429
Unrestricted Gifts	340	379	449	535	634	723	3,060
Scholarship Income	50	51	55	60	65	70	351
Endowment Income	29	32	35	38	40	40	214
Other Income	118	120	120	120	120	120	718
TOTAL RECEIPTS	6322	7030	8319	9924	11761	13416	56,772
DISBURSEMENTS							
General & Administrative	441	477	550	641	760	843	3,712
Student Services	444	482	558	651	754	838	3,727
Public Information	304	328	377	438	525	581	2,553
General Institutional	238	256	293	340	390	430	1,947
Instructional Costs							
Arts and Sciences	2042	2212	2537	2927	3351	3706	16,775
Business Administration	433	479	602	762	946	1087	4,309
Chicago Musical College	478	515	570	634	704	767	3,668
Other	237	259	313	380	458	523	2,170
Instructional Costs - Subtotal	3190	3465	4022	4703	5459	6083	26,922
Library	324	351	406	473	548	608	2,710
Plant Operation and Maintenance	491	531	614	716	827	918	2,097
Scholarships and Student Aid	256	286	341	410	489	560	2,342
Mortgage Payments - Present Building	84	84	84	84	28	-0-	364
Mortgage Payments - Tower/Court	--	--	41	41	41	41	164
Interest - Short Term Loans	5	5	5	5	5	5	30
Staff (Fringe) Benefits	518	563	654	765	888	990	4,378
Matching Funds for Grants	27	35	40	47	54	61	264
Cost of Faculty Load Relief Expansion	--	72	153	260	377	547	1,409
Programmed Maintenance and Capital Projects	--	95	181	350	616	911	2,153
TOTAL DISBURSEMENTS	6322	7030	8319	9924	11761	13416	56,772
Surplus of (Deficit)	-0-	-0-	-0-	-0-	-0-	-0-	-0-

ROOSEVELT UNIVERSITY
RECONCILIATION OF CURRENT FUND AND CAPITAL PROJECTS ESTIMATES

Current Operating Budget

Receipts from Unrestricted Gifts (1968/69 to 1973/74)		3060	
Less - Amounts not in Capital Projects Estimates:			
1968-69 (Already collected by May 1, 1969)	340		
1973-74	723		
Total		1063	
Leaves an amount of			1997
Disbursements for Programmed Maintenance and Capital Projects Expenditures in Current Budget		2153	
Less - 1973-74 not in Capital Projects Estimates		911	
Leaves an amount of			1242
Gross Amount Required			755
Less - Estimated Operating Excess - 1968-69			200
Per Capital Projects - Cash Flow Estimates			555

P

THE ROOSEVELT UNIVERSITY STANDARD OF CONDUCT

A student enrolling in the University assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University;

2. Forgery, alteration, or misuse of University documents, records, or identification;

3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities, including its public service functions, or of other authorized activities on university premises;

4. Physical abuse of any person on university-owned or controlled property or at university-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;

5. Theft of or damage to property of the University or of a member of the university community or campus visitor;

6. Unauthorized entry to or use of university facilities;

7. Violation of university policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of university facilities, or the time, place, and manner of public expression;

8. Violation of rules governing residence in university-owned or controlled property;

9. Failure to comply with directions of university officials acting in the performance of their duties; or

10. Conduct which adversely affects the student's suitability as a member of the academic community.

P

Roosevelt University
Judicial Review Board
Composition and Procedure

It is not the purpose or intent of Roosevelt University to engage in discipline against any of its members frivolously, arbitrarily, or *in loco parentis*.

However, should the educational mission of the University be interfered with by disruptive or disturbing behavior, it is necessary for the University community to discipline this behavior in order to lessen the possibility of its continuance or reoccurence. It is appropriate that in an institution based on reasoned inquiry and unified by democratic principles that all actions, including discipline, be undertaken only after an examination of evidence and the exercise of due process. The Code of Conduct and Procedure for Judicial Review attempt to make explicit those activities which disrupt teaching and learning and the steps which will be followed in their sanction. This code and procedure is established to enhance and safeguard the rights of all students to the academic freedoms of open inquiry, rational discussion, non-coercive persuasion, and informed dissent. Nothing therein should be construed to limit these freedoms in any way.

Adopted by the Administrative Council on May 22, 1969

ROOSEVELT UNIVERSITY JUDICIAL REVIEW BOARD COMPOSITION AND PROCEDURE

I. PURPOSE

Any student who is charged with a violation of University regulations has the right to a fair and impartial hearing to determine the validity of those charges. The Judicial Review Board is an appointed University-wide committee of faculty members and students whose function is to guarantee that this right is protected.

JURISDICTION

The Board shall hear cases of appeal arising out of violations of the Roosevelt University Standard of Conduct as set forth herein. Actions imposed by individual members of the faculty for academic reasons do not fall within the scope of these procedures. Appeals of such cases are heard by the Roosevelt University Steward Committee.

Roosevelt University Judicial Review Board

II. Composition of the Judicial Review Board

A. Students - Three students, one from each of the colleges* (College of Arts and Sciences, College of Business Administration, Chicago Musical College) shall be appointed to this committee as participants and three as alternates.

B. Faculty - Three members of the faculty, one from each of the colleges (College of Arts and Sciences, College of Business Administration, Chicago Musical College) shall be appointed to this committee as participants and three as alternates.

C. Chairman - A member of the faculty who will sit without vote except in case of tie.

III. Selection Committee

A. Composition - The Selection Committee shall be comprised of the President of the University, the President of the Student Senate and the chairman of the Executive Committee of the University Senate.

B. Function - The Selection Committee shall meet in April of the year preceding the academic year in which the participants are to serve. It shall review the slates as submitted and shall unanimously choose the members and alternates in keeping with the criteria of composition and qualifications as set forth in sections II and IV.

IV. Qualifications and Selection Procedure

A. Students

1. A student who serves on the Judicial Review Board may be an undergraduate or graduate student.

2. If an undergraduate student, he shall be at least a first semester junior.

3. The student shall possess a cumulative average of 0.20 above good standing.

4. The student shall have earned a minimum of thirty (30) semester hours at Roosevelt University of which at least eighteen (18) must have been earned in the preceding calendar year.

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*BGS students are eligible to serve as a representative of the college in which they are pursuing their concentration.

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5. (a) No student having been on any form of individual probation within one year prior to the time of appointment to the board is eligible to serve on the board.

   (b) No member of the judicial panel shall be eligible to serve if placed on probation while in office.

B. Procedure for selection of students

1. In the spring semester of the year prior to the academic year in which the student is to serve, the Student Senate shall prepare a slate consisting of at least four (4) qualified students from each of the three (3) colleges.

2. Each student who expresses an interest in serving and meets the qualifications shall submit a written endorsement from a tenure member of the faculty of his college to the President of the Student Senate.

3. The Student Senate having prepared the slate of students shall submit this slate with all supporting documents and endorsements to the Selection Committee. The Selection Committee shall select from the slate two students from each of the three (3) colleges to serve on the Judicial Review Board; designating one(1) to serve as participant and one or more as alternates.

C. Selection and Qualification for Faculty Members

1. In the spring semester of the year prior to the academic year in which the faculty is to serve the executive committee of the University Senate shall submit a slate of at least four (4) tenured members of the faculty from each of the three (3) colleges to the Selection Committee. The Selection Committee shall select from this slate two (2) faculty members from each of the three (3) colleges to serve on the Judicial Review Board; designating one to serve as participant and one (1) as alternate.

V. Chairman of the Judicial Review Board Selection and Qualification
The chairman shall be appointed by the President and shall be a member of the tenured faculty. He is to sit without vote except that in the case of a tie vote on any decision of the regular voting members he shall cast his vote to break the deadlock.

Judicial Procedure

Section I. DEAN OF STUDENTS

The Dean of Students or his designee is the primary University officer for the administration of discipline for unacceptable conduct or which involves infraction of University rules and regulations and will initiate disciplinary action in accordance with these regulations.

Section II. PRELIMINARY PROCEDURES

The Dean of Students or his designee shall investigate any reported student misconduct before initiating formal disciplinary procedures and give the student the opportunity to present his personal version of the incident or occurrence. The Dean of Students may discuss, consult and advise with any student whose conduct is called into question, and the student shall attend such consultations as requested by the Dean of Students. The student shall be given a copy of these procedures. The Dean of Students, in making his investigation and disposition, should utilize the Dean's Advisory Committee on Discipline to make recommendations to him which he shall consider in exercising the authority vested in him.

Section III. INFORMAL DISPOSITION

The Dean of Students or his designee after investigation, and with the consent of the student shall have the authority to impose appropriate discipline. Where the disposition proposed by the Dean of Students in the preliminary proceeding is not accepted by the student in writing, the student shall have the right of notice, hearing and formal procedures as herein set forth before the Judicial Review Board. The student shall have 72 hours to accept or reject the proposed informal disposition. A failure of the student to either accept or reject such proposed disposition within the proposed time fixed shall be deemed to be an acceptance, and in such event the proposed disposition shall become final upon expiration of such time. If the student rejects formal disposition, his signed statement shall be forwarded to the Judicial Review Board. The Dean of Students, at his discretion, may refer cases to the Judicial Review Board without first offering informal disposition. In either case, within 24 hours the disciplinary officer shall notify the chairman of the Judicial Review Board that he is to institute the hearing procedure as herein set forth.

Section IV. STATUS OF CASE UNDER JUDICIAL REVIEW OR APPEAL

While an appeal is pending the enforcement of the decision under appeal will be postponed until a decision on the appeal has been made. Students and organizations with appeals pending may continue to function as they normally would. However, the Dean of Students may at any time temporarily suspend or deny readmission to a student from the University pending formal procedure when he finds and believes from information coming to his attention that the presence of a student on campus could seriously disrupt the University or constitute a danger to the health, safety or welfare of the University and its members.

Section V. ACCEPTING THE APPEAL

The panel itself will decide whether or not the case warrants a hearing, and will either accept the appeal and set a hearing date, or dismiss it without a hearing. If the panel is satisfied that neither an important question of student's rights nor a major sanction is involved. and that the decision below is arrived at through due process, it may dismiss the case; it may also dismiss the case if the letter of appeal appears frivilous.

Section VI. NOTICE OF HEARING

The Dean of Students shall initiate disciplinary actions by arranging with the chairman of the Judicial Review Board to call a meeting of the Board by and giving written notice by certified mail to the student charged with misconduct which shall set forth the date, time and place of the alledged violation, the conduct to be inquired into, and the date, time and place of hearing before the Judicial Review Board. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have his current, local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least five (5) consecutive calendar days prior to the hearing, unless a shorter time be fixed by the chairman for a good cause. Any request for continuance shall be made at least 48 hours prior to the original hearing date in writing to the chairman, who shall have the authority in his discretion to continue the hearing if he determines the request is timely and made for a good cause. The chairman shall notify the Dean of Students and the students of the new date for the hearing. If the student fails to appear at the scheduled time, the committee may hear and determine the matter in his absence.

Section VII. SECRETARY TO THE JUDICIAL REVIEW BOARD

The Director of Student Activities or his designee shall serve as permanent secretary to the Judicial Review Board. It shall be the function of the Director of Student Activities to aid the chairman and the members of the Board in the following areas:

a. Sending notices

b. Making arrangements for room for hearing

c. Arranging for tape recording of hearing

d. Generally aid the chairman in matters necessary to facilitate the procedure and hearings.

Section VIII. APPEAL HEARING

A. General Statement of Procedures - A Student charged with a breech of university rules or regulations or conduct in violation of the Roosevelt University standards of student conduct is entitled to a written notice and a formal hearing unless the matter be disposed of under the rules for informal disposition. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for a prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as full as possible with the spirit and intent of the procedural safeguards set forth herein.

B. Conduct of Hearing - The chairman shall preside at the hearing, call the hearing to order, call the roll of the Board in attendance, ascertain the presence or absence of a student charged with misconduct, read the notice of hearing and charges and verify the receipt of notices of charges by the student where in the case where such notice was not received verify the intent by the Dean of Students to so notify the student by certified mail as set forth within the Section VI of the procedure, report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and his adviser any special or extraordinary procedures to be employed during the hearing and to permit the student to make suggestions of or objections to any procedures for the Judicial Review Board to consider.

1. Opening Statements:

    a. The Dean of Students shall make opening remarks outlining the general nature of the case and testify to any facts his investigation has revealed.

    b. The student may make a statement to the Board about the charge at this time or at the conclusion of the University's presentation, at his option.

C. Evidence - Formal rules of evidence shall not apply, and hearsay evidence will be admissable. Either the University or the student may produce any evidence which the party submitting believes to be material to the issues involved. Brief objections to evidence may be made by either party, but the evidence will be permitted to be introduced regardless of the objections. However, in arriving at its final decision, the Board will weigh the evidence in light of the objections made and their reasonableness.

1. University Evidence:

    a. University witnesses are to be called and identified or written reports or evidence introduced as appropriate.

    b. The Board may question the witness at any time

    c. The student or with the permission of the committee, his adviser or counselor, may question witnesses or examine evidence at the conclusion of the university's presentation.

2. Student's Evidence:

    a. The student shall have the opportunity to make a statement to the committee about the charge, and may then present further evidence through witnesses or in the form of written memoranda as he desires. The committee may question the student or witnesses at any time. The Dean of Students may question the student or witnesses or examine evidence at the conclusion of the student's presentation.

3. Rebuttal Evidence:

    a. The University or the student may offer any matter in rebuttal of the others presentation.

D. Procedures of the Judicial Review Board

1. The Judicial Review Board may establish procedures as follows:

    a. In cases involving more than one student which arise out of the same transgression or occurrence to hear such cases together, but in that event shall make separate findings and determinations for each student.

    b. To permit a stipulation of facts by the Dean of Students and the student involved.

    c. To question witnesses or other evidence introduced by either the University or the student at the conclusion of their testimony.

    d. To call additional witnesses or require additional investigation.

e. To dismiss any action at any time or permit informal disposition as otherwise provided:

f. To permit or require at any time amendment of the notice of hearing to include new or additional matters which may come to the attention of the Board before final determination of the case; provided, however, that in such event the committee shall grant to the student or Dean of Students such time as the committee may determine reasonable under the circumstances to answer or explain such additional matters.

g. To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chairman or the committee on request; and

h. To summarily suspend students from this University who, during the hearing, obstruct or interfere with the course of the hearing or request of the chairman for order.

E. Student Right Upon Hearing

1. A student upon appearing before a Judicial Review Board pursuant to formal notice of charges and disciplinary hearing shall have the right:

   a. To be present at the hearing;

   b. To have present at the hearing a parent, guardian, teacher, fellow student, or other adviser of his choice. The student shall notify the chairman of the name of the adviser and the relationship to him at least one (1) day before the hearing. If the student requests it in advance, the chairman will ask a member of the faculty to attend as adviser to the student. An adviser may be permitted to make brief statements and, with permission of the committee, to question witnesses on the students' behalf; otherwise the adviser's role will be to consult with the student.

2. Attorney at the Hearing

   a. If the student designates an attorney as his adviser, he shall notify the chairman of the Board at least 48 hours before the hearing so that the University may arrange to have legal counsel present. In addition, the attorney should keep the following in mind:

the committee is not a court of law but an educational agency. It does not follow the formal rules of evidence and procedure. Academic decorum requires an attorney to play a different and more limited role than in the court room. Technical objections without substance, or emotional or over aggressive tactics may well work to the disadvantage of the attorney's client.

b. To hear or examine evidence presented to the committee against him;

c. To question the witness present and testifying against him at the hearing;

d. To present evidence by witness or affidavit of any defense the student desires;

e. To make any statement to the committee in mitigation or explanation of his conduct in question that he desires;

f. To be informed in writing by the Judicial Review Board of any discipline imposures; and

g. To appeal to the President of the University as herein provided.

F. General Rules of Decorum

The following rules of decorum shall be adhered to:

1. All requests to address the committee shall be addressed to the chairman.

2. The chairman will rule on all requests and points of order and may consult with the Boards legal adviser if present prior to any ruling. The chairman's ruling shall be final and all participants shall abide thereby, unless the chairman shall present the question to the Board at the request of a member of the Board, in which event the ruling of the Board by majority vote shall be final.

3. Rules of common courtesy and decency shall be observed at all times.

4. An adviser or counselor may be permitted to address the committee at the discretion of the committee. An adviser may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the chairman after recognition.

G. Record of Hearing

A taped record of the hearing shall be maintained under the control of the chairman. The hearings and records related to them will be kept confidential out of deference of the interest of all students involved. The hearings record shall be maintained and kept at least three (3) years. The notice, exhibits, hearing record and the findings and the determinations of the committee shall become the "record of the case" and shall be filed in the office of the Dean of Students and for the purpose of appeal be accessible at reasonable times and places to both the University and the student.

H. Decision of the Judicial Review Board

The Judicial Review Board shall by majority vote then make its findings and determination in executive session out of the presence of the Dean of Students and the student charged. Separate findings are to be made (1) as to the conduct of the student and (2) on the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the committee present is convinced by a prepondrance of the evidence that the student has committed the violation charged and should be disciplined therefore.

I. Opinion Accompanying the Decision

After deliberation, the Judicial Review Board will prepare an opinion including the facts found to be true, university regulations violated, and the sanction imposed. The opinion will be distributed to the membership of the Board, to the student, and to the Dean of Students. Any part of the opinion identifying the student will otherwise be kept confidential. The Board may direct the other portion of the opinion to be made public.

J. Hearing

All hearings shall be closed except that they may be opened if the student specifically requests that the hearing be opened to the University community and if this request is approved by a majority of the members of the Board present. The Judicial Review Board may at any time by majority vote of the members present close an open hearing. The request for an open hearing must be made in writing and submitted to the Board at the same time that the request for review is submitted.

K. Other Procedural Questions

Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chairman, whose ruling shall be final unless the chairman shall present the question to the committee at the request of the member of the committee in which event the ruling of the committee by majority vote shall be final. The Judicial Review Board may at the request of the chairman or a majority of the members present go into closed executive session.

VI. The decision of the Judicial Review Board are final, but they are subject to review by the President. The Dean of Students or the student may appeal the decision of the Judicial Review Board to the President or his designated representative by filing a written request of appeal with the President within five (5) consecutive calendar days after notification of the decision of the Judicial Review Board.

A copy of the request of appeal will contemporaneously be given by the student to the Dean of Students or by the Dean of Students to the student. The appealing party may file a written memorandum for consideration by the President with a notice of appeal, and the President may request a reply to such memorandum by the student or Dean of Students.

The President or his designated representative shall review the full record of the case and the appeal documents and may affirm, change or reverse the decision or remand the case for further proceedings and shall notify the Dean of Students and the student in writing of his decision on the appeal.

R

Resolution Establishing the Auditorium Theatre Council (Adopted February 18, 1960 by the Board of Trustees of Roosevelt University)

"Resolved, that it is the intent of the Board of Trustees of Roosevelt University, for and on behalf of the University to implement as described hereinafter the plan for the restoration and operation of the Auditorium Theater which was submitted by the Auditorium Restoration and Development Committee to the Board at its meeting of October 29, 1959, and incorporated in its minutes of that date.

IT IS, THEREFORE, ORDERED

(1) That the Auditorium Restoration and Development Committee, hereafter to be known as the Auditorium Theater Council, be now authorized and directed to take such steps as it may deem necessary to carry out a fund drive for the restoration of the Theater with due regard for safeguarding the right, title and interest of the University in and to the Theater and protecting the resources and credits of both the University and the Council.

(2) That the Council be responsible for raising funds for the restoration of the Theater and for the supervision and administration of its restoration.

(3) That the Council be empowered to secure the services of a professional fund-raising executive and staff to guide and operate the campaign for funds.

(4) That the Council have authority to supervise the work of reconstruction, select engineers, architects, contractors, approve plans and specifications and contract and pay for the work performed, making periodic progress reports to the Board and providing requested information.

(5) That a special fund be established to be known as the Auditorium Restoration Fund, segregated and separate from other funds of the University, that contributions for the restoration be deposited in this fund, and that the fund be used for no other purpose than the restoration and the operation of the fund drive.

(6) That the Council not contract, purchase or enter into obligations of any kind with any supplier or other person for the furnishing of work, services, or materials, or for any other purpose, unless funds or pledges are available for that purpose, and unless arrangements with any such person are in a form approved by legal counsel and embody the following provisions, among others, (a) a waiver of mechanics' liens; (b) the contracting parties will look only to the Restoration Fund for payment and not to any other fund of the University; and (c) the contracting parties will not hold the University nor any member of the Council or University liable for any reason whatsoever.

(7) That the Council nominate for Board approval persons of its selection to be members of an Executive Committee charged with the responsibility for carrying out the details of the fund-raising campaign and for the management, maintenance, budgeting, programming, financing and operation of the restored Auditorium Theater.

(8) That until such time as the Executive Committee of the Council is formed the Executive Committee of the Auditorium Restoration and Development Committee, members of which have already been approved by the Board, be responsible for the fund-raising campaign.

(9) That the Executive Committee of the Council be composed of not more than 25 persons; that the initial membership of the Executive Committee be divided into three groups, with terms ending respectively in 1961, 1962, and 1963; and that the Council nominate annually persons for Board approval to serve terms of three years as the initial terms of the original group end.

(10) That the Executive Committee of the Council organize itself and select such officers and committees as it deems necessary.

(11) That after the restoration of the Theater, any funds remaining in the Auditorium Restoration Fund be transferred to an Auditorium Theater Operating Fund to be used only for the maintenance and operation of the Theater and be disbursed by direction of the Executive Committee of the Council.

(12) That any surplus resulting from the operation of the Theater be retained in a development reserve, and that when an adequate sum, as determined by the Executive Committee of the Council in consultation with the Executive Committee of this Board, has been accumulated, any amount above that reserve be transferred to the unrestricted funds of the University.

(13) That the actions and programming of the Council be in harmony with the aims of the University in serving the educational and cultural aspirations of the community.

(14) That the Council or Executive Committee not conduct any capital, operating or maintenance fund-raising campaign other than the initial Restoration Campaign without consent of the Board.

(15) The the Council through its Executive Committee prepare annual reports of its operations for the Board, and that an annual audit of the Council's operations be made by a firm of certified public accountants."

S

ROOSEVELT UNIVERSITY

THE PRESIDENT'S ANNUAL REPORT 1969

I. Introduction.

Roosevelt University's place in the spectrum of higher education in Illinois is established by its downtown location, its private non-sectarian character, its deep involvement in urban problems, its tradition of equal educational opportunity for all qualified students regardless of race or creed, its receptivity towards transfer students, part-time students, and adult learners, its ethnically and racially heterogeneous board, administration, faculty, and student body, and through its deserved reputation for academic freedom and faculty participation in University governance. It is because of this unique combination of characteristics that Roosevelt University has been able to survive, to grow, and to consolidate its position. However, the expansion of low-tuition, public colleges and universities paying high salaries relative to national norms provides the University with a great challenge to create a teaching and learning environment which will enable it not just to survive but to prosper. We must stress the quality of teaching, flexibility in curriculum, experimentation in teaching and learning methods, and professional relevance of the curriculum, especially in the upper division. Our adult degree programs, cooperative education and interinstitutional arrangements are examples of the new directions in which the University has been moving. This University can be one of the finest private urban universities in the country as one major corporate foundation stated during the past year. To attain this goal of excellence the University constituency must generate the funds to hold and attract superior faculty, to expand and improve physical plant, and to provide the latest scientific and other educational equipment essential for good instruction.

The success of the three-year $7.5 million Up to Excellence campaign has adequately demonstrated that the community can and will support Roosevelt University. With excellent board leadership, a well formulated plan for progress, and a loyal faculty, the administration can look back with satisfaction on recent accomplishments and can look forward with expectation and confidence to Roosevelt University's second quarter century starting in 1970.

On March 13, 1969 Jerome Stone was elected Chairman of the Roosevelt University Board of Trustees. Mr. Stone has been dedicated to the principles of Roosevelt University for over two decades and has given superb leadership in the Up to Excellence campaign. He is indeed a worthy successor to Lyle M. Spencer and I want to express my personal gratitude for his willingness to assume this major responsibility.

The President has received the unstinting cooperation of the Board of Trustees during the past year. The Vice Chairmen of the Board, Messrs. Max Robert Schrayer, Philip Mullenbach, and Dr. Milton Ratner have devoted much time, energy, and imagination to the policy-making process. The administration of the University is the responsibility of a team. The University is fortunate in having many dedicated, intelligent, and industrious administrators without whose help the accomplishments of the past year could not have been attained.

It is appropriate to single out Mr. David Kleinerman for special recognition at this time. For four years he served as Treasurer and Vice President, is currently on leave to teach at the University of Tel Aviv, and will return to teaching at Roosevelt University in the fall of 1970. During his administration the University attained the fiscal stability which is essential for long-range growth.

The major function of an educational institution is to make it possible for faculty to teach and to carry on research, and for students to learn under the best possible conditions. The faculty at Roosevelt University has full responsibility for the curriculum. I wish to express my gratitude to the many members of our staff who have worked diligently to further research in their disciplines and to improve teaching in the classroom.

II. Accomplishments.

In looking back on the past academic year, I believe that the following partial list of accomplishments is significant:

A. The Up to Excellence campaign was extended in order to meet the rapidly rising construction costs even though original goals have been exceeded by almost a million dollars.

B. Major gifts were received, including a leadership grant from the Standard Oil Foundation, an unrestricted gift from the McCormick Charitable Trust, and a substantial bequest from the Scott sisters of Rensselaer, Indiana.

C. A systematic five-year plan involving forward budgeting was developed. It envisages a capacity for 9,000 students with the completion of scheduled construction projects and attainment of that enrollment by 1973. Tuition increases averaging ten per cent per year and salary increases of seven per cent per year are projected. Unrestricted gifts are assumed to be at about twice the current levels by 1973. The plan will be reviewed and revised annually in the light of changing conditions.

D. A statement embodying the mission of the University was formulated and adopted by the Faculty Planning Committee.

E. After two years of study, the general education requirements in the College of Arts and Sciences were revised to provide greater flexibility in meeting distribution requirements while at the same time assuring more depth in some areas. More stress is placed on laboratory courses in the sciences. On balance, the new requirements will make it easier for transfer students to meet our requirements.

F. The departments of Biology and English have made major curriculum changes. In Biology much greater emphasis is put on microbiological approaches. In English a core program is provided for all majors with specialized concentrations superimposed on the core.

G. The accreditation of the Chicago Musical College was continued after the regular ten-year reevaluation by the National Association of Schools of Music.

H. A cooperative education program was adopted by the College of Business Administration and is now being implemented.

I. A revised student disciplinary procedure and code of conduct was adopted. The judicial process involves students and faculty. The Dean of Students will recommend disciplinary action but will not act as judge.

J. Government funds received by Roosevelt University totaled $1,130,000 of which $840,000 was for student aid programs and $290,000 for projects and programs. The University is committed to $90,000 in matching funds for some of those programs.

K. The Bachelor of General Studies program for adults continues its rapid growth and variants of it will be introduced at the undergraduate and the graduate level. The graduate program, Discovery, is designed to meet the needs of the self-motivated, autonomous learner.

L. The University cooperated successfully with neighboring institutions in meeting the needs of the urban community. Participation in the Teachers Corps Consortium, the Jewish Studies Program in conjunction with the College of Jewish Studies, and assistance in basic skills training at Malcolm X College are illustrative of the University's involvement in the community.

III. Needs and Recommendations.

The University has short-term as well as long-range needs in the areas of academic policy, physical plant and equipment, faculty and administrative personnel, and student services. These needs have to be identified, priorities assigned, costs determined, and finally resources provided through tuition income, gifts, and government grants. During the past year planning has been systematized and each department has submitted a list of its needs. The Board of Trustees has been provided with a five-year projection which is in the nature of a basic or foundation budget. Moreover, a supplementary list of needs requiring special financial efforts has been prepared. Following is a list of recommendations for early implementation:

A. Academic Policy.

The academic policies of the University must meet the changing needs of our student body. I suggest that the faculty and administration promptly consider:

1. The introduction of a cooperative education program in all colleges. Relevant internships must be sought out in the schools, in social agencies, in governmental offices, in business, and in the arts. Ways must be found to provide college credit for meaningful work in the community which is closely related to the student's academic discipline. Experimentation at other private universities, notably Northeastern University in Boston, demonstrates the practicality of the proposal. It will enable students to meet the higher tuition costs via work stipends and generate motivation for more effective learning.

2. The acceptance of the Associate of Arts certificate as meeting our general education requirements. As an urban institution which admits more transfer students than freshmen, we should cultivate the best possible relationship with the community colleges. A student should not be

severely penalized for the differences in basic requirements between institutions if his aptitude and general achievement are adequate to do satisfactory college work.

3. The holding of a faculty institute on the improvement of teaching. There must be general and in-depth discussion of grading policy, the role of mechanical aids to education, the role of independent study, optimum class size for different types of instruction, the time dimension of course units, etc.

4. The expansion of the pass-fail system, especially for underclassmen and the wider use of proficiency examinations.

5. The experimentation in the field of Black Studies. There is no doubt that we must meet students' needs intelligently in this area. Student cooperation in planning is essential.

6. The sharpening of our focus in the interdepartmental area of urban studies. We should seriously consider the establishment of a research and community service center. Urban Studies, public administration, and the College of Business Administration might well cooperate in the establishment of such a center as a self-supporting, semi-autonomous unit for research and consulting.

7. The expansion of our computer center for teaching, research and institutional use. The acquisition of a third generation computer and the better utilization of computer facilities is essential.

8. The designation of our Division of Continuing Education as a College of Continuing Education headed by a dean. This would be appropriate recognition of the rapid growth of this division as a degree granting unit.

9. The establishment of a limited number of distinguished service professorships. Such professorships will recognize outstanding service, help in the retention of outstanding faculty, and permit the recruitment of excellent scholars.

B. Faculty and Administration.

Faculty excellence is a *sine qua non* for a good university. The trend towards universal higher education has greatly increased the demand for qualified teaching and administrative staff. Retirements, university expansion, and greater faculty mobility require that we act as soon as possible:

1. To continue our salary improvement program. Inflation requires general salary increases. However, merit and competitive factors must be given primary consideration. It should be the University's objective, moreover, to increase salaries primarily in the professorial range where we have lagged behind in recent years.

2. To further expand our selective load reduction program so that by 1972 about half the faculty will have load reduction for research or special projects. Such load reduction must, however, be *bona fide* and must not result in overload teaching here or elsewhere.

3. To maintain strong administrative leadership by seeking replacements for two deans who have helped to build this University since its infancy. Otto Wirth, Vice President for Academic Affairs, and Joseph Creanza, Dean of the Chicago Musical College, will retire from their administrative posts at the end of this academic year. Dr. Wirth served as Dean of Arts and Sciences from 1960 to 1968, and since then as Dean of Faculties and Graduate Dean. His devotion to the University, his scholarship, his kindness, his perseverence, and his

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loyalty will be difficult to find in any successor. Dr. Wirth, fortunately, will continue to teach at Roosevelt University after his retirement. Dean Creanza became Director of the Roosevelt College School of Music in 1945. In 1954 he was instrumental in bringing about the merger with the Chicago Musical College. Joseph Creanza is one of the courageous founders of the University, a former member of the Board of Trustees, and a member of the Executive Committee of the Auditorium Theatre Council. He has been a strong and imaginative educational leader. The President, with the aid of advisory selection committees must promptly undertake the search for worthy successors to these outstanding Deans.

4. To improve faculty recruitment, student advising, and course scheduling by putting some or all department chairmen on an 11-month contract.

5. To establish an office combining the functions of planning, institutional research, and government relations. Unless adequate staff support is given to these functions, they will not be properly executed. If supported, they may result in greater income, lower costs, and more efficient operations for the University. Detailed and systematic planning will lead to forward budgeting which will aid administration immensely.

C. Physical Plant.

Many of the University's academic plans are hampered by space inadequacies. Even without enrollment expansion, additional space is urgently needed. Only through enrollment expansion, however, can more space be made available economically on a per student basis. Enrollment expansion is necessary to provide a broader fiscal base. The Herman Crown Student Center, now under construction, will provide an opportunity for out of town recruiting and a widening of our student base. Academic facilities and library must be expanded simultaneously. The following action should be taken during the coming year:

1. Recruiting for the Herman Crown Center must proceed vigorously. A director, Mr. Richard Maday, is now establishing the machinery for the smooth functioning of this facility. A field representative has been added to the staff to facilitate regional recruiting. Steps must be taken to protect the University against delays in project completion. Plans for the new dining facilities in the Crown Center must be finalized immediately.

2. The tower is now being remodeled. It is necessary that detailed plans will be implemented for establishing the offices of the College of Business Administration, the Labor Education Division, the Department of English, and the Department of Psychology in the new facility before fall of 1970.

3. The science wing construction contract must be awarded before the end of 1969. New classrooms must be constructed promptly in vacated space to allow for enrollment growth.

4. A system of programmed maintenance for our instructional facilities must be introduced. An annual budget of no less than $100,000 should be established for this purpose.

D. Students.

Recommendations on academic policy, faculty, and physical plant are all relevant to the needs of students. However, there are a number of specific recommendations which I would like to emphasize:

1. Every effort must be made to personalize and humanize instruction.

2. Student advising in the academic areas and student counseling in psychological, medical, and vocational areas must be expanded.

3. Early registration for additional student categories and mail registration for evening students should be introduced.

4. Student recruitment by departmental representatives in cooperation with the field representatives should be considered.

5. Every effort must be made to develop an ever closer relationship between students, faculty, and administration. I recommend a student advisory committee for every department. I plan to meet with student representatives of the departments.

6. The student voice at Roosevelt University must be heard, disruption must become unpopular so that the faculty and administration will have the overwhelming support of students against any coercive minority.

7. Student efforts to develop meaningful faculty rating systems should be encouraged.

8. Support must be found for disadvantaged students with potential ability but inadequate preparation. A small number of such students are now enrolled in Project Prime.

E. Finance and Development.

The long range development program of the University will be contingent on obtaining a larger proportion of the University's resources from non-tuition income. The success of our Up to Excellence campaign augurs well for future campaigns. For the year ahead I would like to submit the following recommendations:

1. Based on the development study now being completed by the John Price Jones Company, a major campaign plan must be developed. This "Plan for Growth" should envisage capital needs as well as faculty and curriculum developments.
2. The University must formalize a deferred giving program which will be advantageous to the donor and beneficial to the University.
3. Alumni giving must be stepped up and a parents campaign should be initiated.
4. Every effort must be made to support legislative proposals for State of Illinois aid to private higher education as proposed by the Commission to Study Non-Public Higher Education in Illinois, directed by Dr. T. R. McConnell.
5. The Auditorium Theatre is one of the University's important assets. A standard operating procedure, which will assure fiscal soundness and improved coordination with the University's curricular objectives must be finalized during the coming year.

IV. New Leadership.

During the past year, important changes took place in both Board and administrative leadership. Subsequent to the appointment of Mr. Jerome Stone as Chairman of the Board, Dr. Milton Ratner was elected to fill the Vice Chairmanship for Development.

Dr. Ratner joined the Board in 1965 and has been Co-chairman of the Up-to-Excellence campaign. New Board members were elected including

Robert C. Bassett, President, Bassett Publishing Company

Erwin A. France, Administrative Assistant to the Mayor of Chicago and Director of the Model Cities Program

Norman M. Mesirow, General Partner, Mesirow and Company

Edgar Peske, Vice President and Treasurer, Illinois Bell Telephone Company

Two new members joined the Administrative Council of the University. They are Mr. Rodney Rawls, Treasurer and Controller and Mr. Adrian Jones, Director of Libraries. Mr. Rawls has an M. A. in Economics, and an M. B. A. in accounting, and is a Certified Public Accountant. He previously served as Vice President of Miller Builders. Mr. Jones received his undergraduate degree in philosophy from Heythrop College, Oxen, England, and a graduate degree in library science from University College, London, England. He previously served as librarian at Chicago State College.

V. The Auditorium Theatre.

The University is proud of the fact that it owns the Auditorium Theatre which has been restored to its former magnificance by the Auditorium Theatre Council under the leadership of Mrs. Beatrice Spachner. Free and reduced rate tickets for Roosevelt University students make it possible to provide a cultural enrichment for our students that must be the envy of many institutions. I regret that we have not yet formulated a standard operating procedure for the Theatre. This is essential for fiscal as well as academic considerations. In view of the fact that the Council is responsible to the Board of Trustees rather than to the administration of Roosevelt University, it is the Board's responsibility to adopt operating rules which will be in the interest of Roosevelt University as well as the Auditorium Theatre Council.

VI. Finances.

Details of the University's financial position will be found in the Report of the Treasurer. His preliminary report indicates an excess of income over expenses of $486, 000, of which $150, 000 in campaign contributions has been earmarked for plant expansion, leaving an operating surplus for the year of $336, 000. This operating surplus of $336, 000 results from income "over budget" of $409, 000 offset by expenses "over budget" of $73, 000. The favorable accomplishments of the past academic year were primarily due to the fund raising campaign which resulted in gift collections of $587, 000 for plant and operations as well as from tuition income over and above the budgeted amount. It must be pointed out, however, that any excess of revenue over expenditures is required for three major purposes: (1) To support the capital budget which is short over $1 million to complete our construction program. (2) To develop programmed plant maintenance; depreciation costs are not charged in University accounting. (3) To develop a working capital reserve as protection against unpredictable contingencies.

VII. Physical Plant.

Mr. Max Nichols, Director of the Physical Plant, and his staff have continued to make improvements in our physical plant on a minimal budget. In addition to the usual repair and maintenance work, the following important remodeling projects were undertaken:

A. The private dining room was completely remodeled.

B. An office was constructed and equipped for the Black Student Association in Room 344.

C. The Fainman Lounge and the Sullivan Room has been practically refurbished.

D. A new fire alarm system was installed.

E. A second hot water heating system has been installed.

F. Carpeting has been installed in the library foyer.

G. The Marks Mesirow Hall was provided with additional lighting and ceiling treatment.

H. Many classroom, laboratory, and office alterations were made to meet changing conditions.

For the coming years, there is a need for tuckpointing, sandblasting, and cleaning the exterior of the building, for remodeling washrooms, and repairing the marble staircase on the Michigan Avenue side of the building. A system of programmed maintenance will have to be introduced at an early date. The staff of the physical plant office will also be involved in work related to the new construction projects.

VIII. University Development

During the academic year, our extended Up to Excellence campaign reached $8.1 million or $600,000 above the original goal. Nevertheless, the campaign will continue for one year beyond the originally set three-year period. This has become necessary because of the rapidly rising construction costs.

Mr. Wendell Arnold, Vice President for Development, has further strengthened the development operation by the appointment of an assistant director of development whose responsibilities are primarily in the area of corporate fund raising.

Major gifts to the University during the past year included a $100,000 leadership grant from the Standard Oil Foundation and $50,000 from the Robert R. McCormick Charitable Trust. A major effort is now under way to get supplementary gifts for the campaign in order to compensate for inflationary cost increases.

As of August 31, 1969, the campaign accomplishments can be summarized as follows:

Source	Raised or Pledged
U. S. Government	$4,007,282
Corporations and Corporate Foundations	1,554,345
Trustees	916,712
Individuals and Family Foundations	1,068,389
Labor	256,340
Alumni	121,808
Faculty, Administration and others	
Associated Colleges of Illinois	108,925
Balance of $180,000 Alumni Pledge	58,192
TOTAL	$8,142,609

The success of the University's fund raising efforts in recent years is best illustrated by the following tabulation of unrestricted gift income for the years 1965 to 1969.

Growth of Unrestricted Funds

1965-66	$510,821
1966-67	621,500
1967-68	905,100
1968-69	587,400*

This annual report would be incomplete if it did not pay special tribute to the valuable work of the three women's auxiliaries. The Women's Scholarship Association, Council of 100, and Friends of the Library have not only raised substantial funds for special purposes but have created a large and important group of friends for the University.

The following statistics provide a summary of funds received by the University in various categories during the past year:

Type of Funds	Amount in Thousands of Dollars
Unrestricted Funds	$ 587
Scholarship Funds	33
Endowment Funds	25
Restricted Funds	691
Plant Improvement Funds	252
	$1,588

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*Of this amount, $150,000 was deferred for plant expansion.

It has been the objective of the University administration to place, as much as possible, the University's public relations functions under the direction of the Vice President for Development. All advertising and educational publication activities are now directed by his office.

IX. Student Services.

Accomplishments in and recommendations for the student services area have been covered in Sections II and III of this report.

Dean Lawrence Silverman and Associate Dean Robert Cohen are responsible for student recruitment, student records, health and counseling services, student aid, placement and vocational guidance activities and physical education, as well as student government and discipline. Moreover, they are involved in the intensive planning for student housing and the operation of a student union which will become a reality with the completion of the Herman Crown Student Center in 1970. Understandably, the budget for this division has been expanded to meet new needs.

In this day of widespread student unrest, it is essential to open and maintain good channels of communication to the student body, to understand and to respond to bona fide student grievances, and yet to resist intelligently the coercive efforts of a tiny minority of potentially destructive students.

The University has consistently maintained a posture of protecting and nurturing freedom of expression while denying to any group the right to interfere with the freedom of others. In this context, it must be reported that the University faced a week of turmoil in February of 1969. The Black Students Association, representing a group of Negro students at the University, disrupted classes without warning. The demands were ostensibly for the immediate establishment of a Department of Black Studies under Black Students Association control. The University has had the equivalent of "Black Studies" for over twenty years and is prepared to establish a degree program in this area. It cannot, however, surrender faculty and administrative control over budgets or appointments.

Disciplinary action, resulting from the February disruption, clearly demonstrated the need for a complete review of our judicial process. This was accomplished during the Spring of 1969. The new procedure will not provide a panacea. Hopefully, it will have to be used only rarely. Under it due process is assured and the University should be able to act quickly in emerging situations.

The Student Services Division is in need of further mechanization of management services, innovations in the area of student recruitment and registration, expansion of programming for student activities, and space for an adequate physical education program. I am hopeful that progress can be made in all of these areas as a result of imaginative leadership and increased budget.

In view of the fact that the University is operating at virtual capacity, enrollment has fluctuated within a very narrow range during the last five years. Fall enrollment varied between 6,600 and 6,800 students during this period. Spring enrollment varied between 6,200 and 6,300 and summer enrollment between 3,800 and 3,900. The following table shows the stable enrollment pattern:

Enrollment by Semester

Year	Fall	Spring	Summer
1964-65	6,527	6,177	3,825
1965-66	6,607	6,310	3,788
1966-67	6,839	6,212	3,850
1967-68	6,759	6,314	3,960
1968-69	6,829	6,256	3,899

As can be seen from the following table the relationship between undergraduate and graduate education has also remained relatively stable with about 75 per cent of the student body being undergraduates and 25 per cent graduate students.

Fall Enrollment - Graduate and Undergraduate

Semester	Undergraduate	Graduate	Total
Fall, 1964	5,155	1,372	6,527
Fall, 1965	4,984	1,623	6,607
Fall, 1966	5,057	1,782	6,839
Fall, 1967	5,081	1,678	6,759
Fall, 1968	5,100	1,723	6,829

Student financial aid continues to expand rapidly, primarily as a result of Federal and State programs. The major categories of student aid are shown in the following table:

Student Financial Aid
1968-69

	Number of Students	Amount of Aid
Roosevelt University Scholarships		
Undergraduate	250	$122,339
Graduate	121	41,500
Federal, State of Illinois and other "outside" scholarships and awards including work-study and Educational Opportunity Grants	913*	631,545
Student Loans	295	300,000
TOTAL	1,579	$1,095,384

*379 more students benefited from this category of student financial aid than in 1967-68.

Roosevelt University has over 16,000 alumni and graduates about 1,200 students each year. The following table shows the growth in degrees granted:

Degrees Granted for Selected Years

1954-55	519	1964-65	1,119
1959-60	809	1967-68	1,277

X. The Academic Divisions.

Academic administration is under the able and dedicated leadership of Dr. Otto Wirth who has worked closely and cooperatively with the Deans and Directors. Most of his recommendations and those of other academic administrators are incorporated in earlier sections of this report but brief comments with regard to each of the schools and divisions are included here. Details can be found in the annual reports of the various administrators.

A. The Library.

The resignation of Mr. William Lansberg as Director of Libraries in mid-year 1968-69 created a major administrative problem for the University. Dr. Wirth assumed the executive duties of the Director of Libraries on an emergency basis in March, 1969 and succeeded in appointing a well-qualified new Director of Libraries, Mr. Adrian Jones, for the 1969-70 academic year.

The library now has 221,000 volumes and there are over 1,300 periodical titles in our collection. Microforms are more widely used and the University has become a charter subscriber to the 20,000 volume library in American Civilization to be published in ultra-microfiche by Encyclopedia Britannica.

Construction of the science wing and library annex in the Central Court which should begin early in 1970 will greatly help the very serious space problem of the library.

B. The College of Arts and Sciences.

The College of Arts and Sciences carried out a major curriculum reform. The greater flexibility resulting from this change will benefit our students in planning their academic programs. Dean of the College, George Watson, encourages academic experimentation and urges improvements in the advising process. The College has declined slightly in enrollment relative to other divisions. The enrollment in the Education Department seems to have been adversely affected by rapid expansion of the University of Illinois Chicago Circle Campus and Northeastern Illinois State College.

The Departments of Sociology and Political Science have been seriously weakened by resignations and major staffing problems have to be solved. The social sciences including Public Administration and Urban Studies should be among our strongest areas of concentration. Fortunately, Dr. Arthur Hillman, former Dean of Arts and Sciences, has assumed the Chairmanship of the Urban Studies Program.

Departments must review their curricula in the light of changing conditions. This has already been done by the Departments of Biology and English and such review should be undertaken by the other departments as well.

The College has been helped to improve the quality of instruction by assistance under Title VI of the Higher Education Act and by the National Science Foundation grant of $234,000 under the College Science Improvement Program. Both programs provided new instructional equipment, the latter also curriculum planning and revision.

C. The College of Business Administration

Dean Richard Weeks has made long-range plans for the College of Business Administration and recommends with great emphasis that these plans become the basis for annual budgeting. He urges an early commitment for expanded computer facilities.

During the past year, Professor Bismarck Williams was appointed Associate Dean for Academic Affairs of the College of Business Administration. Dr. Oscar Goodman was appointed Chairman of the Finance Department.

The establishment of an extension program at Waukegan and of a cooperative program with several business firms are the major new educational ventures of the College. New financial support was secured for the BOOST program from the Esso Educational Foundation and the CNA Foundation.

D. The Chicago Musical College.

Dean Joseph Creanza stresses the importance of more effective student recruitment in order to maintain the College's reputation as an outstanding school of performance. The Dean has been successful in the area of faculty recruitment by making two important appointments. Dr. George H. Wilson was appointed Professor of Music Education and Chairman of the Music Education Department. In the area of contemporary music, the staff has been strengthened by the appointment to the Piano Department of Abraham Stokman, formerly of the Julliard School of Music.

As part of the long-range plans of the University, awarding the doctorate in music has been suggested. It is also suggested that we expand our programs in conducting and musicology. The College is planning to pioneer in the mixed media field, i.e., in the integration of music, theater, and light.

The College will need improved practice room facilities and this project will be given priority after the construction of our central court annex is completed.

E. The Graduate Division.

Graduate enrollment showed a decline during the past year. The draft, new competitive graduate programs, and an inadequate amount of fellowship and assistantship aid are undoubtedly factors responsible for this development.

Dr. Roma Rosen, Associate Dean for the Graduate Division, has performed the important coordinating function for a graduate division that has an overlapping faculty which is directly responsible to the college deans. The Division is considering the establishment of inter-departmental graduate programs in the social sciences and in the humanities. The Division also will continue its interest in developing a special program for the preparation of community college faculty members.

F. Labor Education Division.

Frank McCallister reports that the long term leadership program for organized labor under the direction of Duane Beeler continues as one of the major activities of the Division.

The Division completed its part of Project Upgrade. Under this project we evaluated a program of basic education, pre-vocational, and on-the-job training of 1,000 hard-core unemployed conducted by the Brunswick Corporation.

The Division is investigating new areas of activity dealing with manpower research, teacher training in basic and vocational education, and the training of manpower specialists.

G. Continuing Education and Extension.

George Dillavou, with the assistance of Mrs. Von Hoffman, has succeeded in building this Division into one of the most important and rapidly growing areas of the University. Eighteen adults received their baccalaureate degrees from the Division during the past year. A number of them have gone on to graduate study. Currently, about 700 adults have either taken the pro-seminar or are registered for it. The integrating seminars, the internship program, and the concentrations have all moved from the planning stage to successfully operating programs.

During the past year, a variant of the Bachelor of General Studies degree program has been developed for students with a large number of undergraduate credits previously accumulated.

The Division is currently considering the introduction of a program entitled "Discovery" for the "autonomous self-learner". This program will pave the way for entry into graduate study by such adults who did not receive formal undergraduate education.

The Reading Institute continues to serve the basic education program, Upward Bound has been successful in preparing disadvantaged high school students, the computer program helps to "update" members of the business community, and our military extension programs assist those serving our nation in advancing their service or civilian careers.

The Division has moved from primarily experimental work to the maturity of a major branch of the University and should be appropriately recognized by the faculty. I shall, therefore, recommend that it be given College status.